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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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special
closed

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed

Monday, January 3, 2005

1:00 p.m.

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Room 400, City Hall

1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10 (d) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Existing Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, and Civil Service Commission of the City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025) (Discussion Item)

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a). (ACTION ITEM)

V. Adjournment.

Please Note: *Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 12/29/04

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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special
closed

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PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, January 03, 2005
1:00 p.m.

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I. The Special Meeting was called to order at 1:03 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng (Arrived during Closed Session Item III at 1:06 p.m.)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

Not Present: Commissioner Alicia D. Becerril

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10 (d) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Existing Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, and Civil Service Commission of the City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025) (DISCUSSION ITEM)

Action: The Commission voted to conduct a Closed Session. (Vote of 3 to 0)

Closed Session started at 1:05 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer
Molly Stump, Deputy City Attorney
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 1:35 p.m.

IV. Reconvened in open session at 1:35 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

1:36 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

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COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
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KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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Regular Meeting
of
January 3, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 3, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of December 20, 2004

Recommendation: Approve

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services	San Francisco Sheriff's Department
Adult Probation Department	Human Rights Commission
Airport Commission	Immigrant Rights Commission
Asian Art Museum	Law Library
Assessment Appeals Board	Public Library
Board of Supervisors, Clerk of the Board of Supervisors	Office of the Mayor
Board of Supervisors, Sunshine Ordinance Task Force	Municipal Transportation Agency
Department of Building Inspection	Police Department
Office of the City Attorney	Port of San Francisco
Citizen's General Obligation Bond Oversight Committee	Private Industry Council of San Francisco, Inc.
Civil Service Commission	Public Defender
Office of the Controller	Public Utilities Commission
Office of the District Attorney	Recreation and Parks Department
Entertainment Commission	Residential Rent Stabilization and Arbitration Board
Department of the Environment	Retirement System
Fine Arts Museum	Commission and Department on the Status of Women
San Francisco Fire Department	Taxi Commission
Health Commission and Department of Public Health	Telecommunications and Information Services
Department of Human Resources	Office of the Treasurer and Tax Collector
Juvenile Probation Commission	Office of Economic & Workforce Development
City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Emergency Communications Department
Southeast Community Facility Commission	Department of Children, Youth & their Families
San Francisco Children and Families Commission	Health Service System
San Francisco Sheriff's Department	

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

October 4, 2004: Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.

October 18, 2004: Continue to the meeting of November 1, 2004.

November 1, 2004: Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.

November 15, 2004: Continue to the meeting of December 6, 2004.

December 6, 2004: Continue to the meeting of December 20, 2004.

December 20, 2004: Continue to the meeting of January 3, 2005.

Recommendation: Review; Forward comment to the Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0916-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-04/05	City Planning	$835,000	Will prepare environmental impact review (EIR) and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(7) **Determination of future employability: permanent civil service appointment of Jorge Palafox, Emergency Medical Services Agency Specialist (Job Code 2533) Department of Public Health. (File No. 0776-04-7) - Action Item**

December 6, 2004: Postpone to the meeting of December 20, 2004 at the request of the Department of Public Health.

December 20, 2004: Postpone to the meeting of January 3, 2005 at the request of SEIU Local 790.

Recommendation: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) **Report on the Department of Human Resources Vision Statement. The Human Resources Director may also report on the Department of Human Resources reorganization, status of layoffs and the Early Retirement Program.**

Recommendation: Discussion only item.

(9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(11) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
January 3, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:02 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Bonita Davenport, City Planning requested to continue Item #6 to the meeting of January 18, 2005.
Nilka Julio, IFPTE Local 21 supports the request to postpone the item.

APPROVAL OF MINUTES

Regular Meeting of December 20, 2004

Action: Approve. (Vote of 5 to 0)

SPECIAL ORDER OF BUSINESS

0497-04-1 Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 5)

Department of Administrative Services	San Francisco Sheriff's Department
Adult Probation Department	Human Rights Commission
Airport Commission	Immigrant Rights Commission
Asian Art Museum	Law Library
Assessment Appeals Board	Public Library
Board of Supervisors, Clerk of the Board of Supervisors	Office of the Mayor
Board of Supervisors, Sunshine Ordinance Task Force	Municipal Transportation Agency
Department of Building Inspection	Police Department
Office of the City Attorney	Port of San Francisco
Citizen's General Obligation Bond Oversight Committee	Private Industry Council of San Francisco, Inc.
Civil Service Commission	Public Defender
Office of the Controller	Public Utilities Commission
Office of the District Attorney	Recreation and Parks Department
Entertainment Commission	Residential Rent Stabilization and Arbitration Board
Department of the Environment	Retirement System
Fine Arts Museum	Commission and Department on the Status of Women
San Francisco Fire Department	Taxi Commission
Health Commission and Department of Public Health	Telecommunications and Information Services
Department of Human Resources	Office of the Treasurer and Tax Collector
Juvenile Probation Commission	Office of Economic & Workforce Development
City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Emergency Communications Department
Southeast Community Facility Commission	Department of Children, Youth & their Families
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November 15, 2004: Continue to the meeting of December 6, 2004.

December 6, 2004: Continue to the meeting of December 20, 2004.

December 20, 2004: Continue to the meeting of January 3, 2005.

Speakers: None.

Action: Postpone to the meeting of January 18, 2005.
(Vote of 5 to 0)

0916-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-04/05	City Planning	$835,000	Will prepare environmental impact review (EIR) and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code.	Regular	12/31/08

Speakers: Bonita Davenport, City Planning
Nilka Julio, IFPTE Local 21

Action: Postpone to the meeting of January 18, 2005 at the request of City Planning and the agreement of IFPTE Local 21.
(Vote of 5 to 0)

0776-04-7 **Determination of future employability: permanent civil service appointment of Jorge Palafox, Emergency Medical Services Agency Specialist (Job Code 2533) Department of Public Health. (Item No. 7)**

December 6, 2004: Postpone to the meeting of December 20, 2004 at the request of the Department of Public Health.

December 20, 2004: Postpone to the meeting of January 3, 2005 at the request of SEIU Local 790.

Speakers: James Peavey, Department of Public Health
Jorge Palafox, Appellant
Timothy West, SEIU Local 790
Nora Norman, R.N., Department of Public Health on behalf of appellant.

Action: Cancel any current examination and eligibility status; Appellant to return all City property within three (3) days to James Peavey, Department of Public Health, 101 Grove Street, Room 210; Property to be returned includes EMS Section Badge, Police Call Box Key, EMS Section Identification Jacket, DPH Identification Card, Key card to EMS Section Office, EMS Pager and DPH Cellular phone. If property is returned, appellant is restricted to one (1) year work experience outside City and County Service and no future employment with the Department of Public Health. If property is not returned, appellant is restricted to no future employment with the City & County of San Francisco. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

Report on the Department of Human Resources Vision Statement. The Human Resources Director may also report on the Department of Human Resources reorganization, status of layoffs and the Early Retirement Program.

Discussion:

1. 2005 is a year of change. The Human Resources Director is grateful to the Department of Human Resources staff and other stakeholders for their input in the Department of Human Resources' reorganization.
2. The Department of Human Resources website will have the Climate Survey posted for viewing.
3. The Human Resources Director stated that the reorganization is effective today, January 3, 2005 and articulated the vision of the Department of Human Resources as follows:

   The Department of Human Resources is committed to enhance, engage, and develop the City's workforce to meet the expectations and service needs of San Franciscans. Our commitment is guided by a firm adherence to merit-based employment, equal opportunity, strong labor relations, a safe and healthy working environment, and an active investment in our employees. We must continuously work to recruit, assess, select and retain the highest quality workforce.

   While operating in accordance with merit-based employment principles, we strive to allow maximum management flexibility to meet emerging needs. Through our use of technology, best practices and common sense, we value innovation and efficiencies in all transactional processes between DHR, operating departments, our workforce and our labor organizations. We provide human resource assistance to operating departments through facilitation rather than regulation. Our services and guidance to operating departments, employees, prospective employees and labor organizations are conducted with courtesy, respect and dignity.

   We are hard-working, highly motivated, ethical, well-trained, innovative, service-focused, analytical, fair, friendly, responsive, and effective. We address all human resource issues with a policy focused, forward thinking mindset. We shall strive to be one of the most effective personnel agencies in local government and we shall strive to help San Francisco's policy makers, operating departments and employees deliver the highest quality services to San Francisco.

4. There are policy decisions that have to be worked out regarding layoffs before offers of early retirement can be made.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Nilka Julio, IFPTE Local 21 commended the Human Resources Director on his vision statement and expressed her support of merit based hiring.

Joselito Laudencia, IFPTE Local 21 stated that the relationship between the Human Resources Director and IFPTE Local 21 has been a good one so far. Their involvement with the Department of Human Resources is a unique process. It is a partnership called the Union/City partnership. It is an innovative project bargained in their last contract that looks at how to improve work efficiencies and processes within City government. How do you do it in a way that involves employees, members themselves working hand in hand with management? They've identified five different departments within the City; Department of Human Resources, Department of Telecommunications and Information Services, Purchasing, City Planning and the Department of the Environment. We're also working with Cornell University which is a third party labor consultant helping us to identify ways of improving services, but also how the City functions and save money at the same time. They're supposed to be delivering a report to the Mayor in the Spring which will be shared with the Civil Service Commission.

Layoffs continue to be a major concern and they look forward to a time when this can be discussed in more detail. They will prepare their members to come and talk about the impact the layoffs has had on them at the Civil Service Commission meeting of February 7, 2005. They also hope to resolve some of the issues with the Assessor's Office in the early part of the year.

Timothy West, SEIU Local 790 stated that he has been in negotiations with Mr. Ginsburg and he has his highest respect and Local 790 is actually glad that he is at the Department of Human Resources. He is a dedicated, hard working public servant and a good lawyer.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono requested the City Attorney to supply the non-lawyers on the Commission with definitions of some of the legal terminology used during discussions. The City Attorney requested guidance on the area of legal terms that would be helpful and Commissioner Gorrono indicated he will supply a list to the City Attorney.

ADJOURNMENT

3:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
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1/18/05
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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Tuesday, January 18, 2005

12:00 Noon

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege an hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTINFF (DISCUSSION AND POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

IV. Reconvene in open session
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
B) Disclosure of action taken in closed session. (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 1/12/05

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

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2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Tuesday, January 18, 2005
12:00 Noon

I. The Special Meeting was called to order at 12:09 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper

Not Present: Commissioner Alicia D. Becerril
Commissioner Morgan R. Gorrono

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President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) and California Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS PLAINTIFF (DISCUSSION AND POSSIBLE ACTION ITEM)
Initiation of Litigation pursuant to California Government Code Section 54956.9 (c) and San Francisco Administrative Code Section 67.10 (d): One Case

Action: The Commission voted to conduct a Closed Session. (Vote of 3 to 0)

Closed Session started at 12:10 p.m. in City Hall, Room 408 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Yvette Gamble, Civil Service Commission
Kate Favetti, Executive Officer
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 12:55 p.m.

IV. Reconvened in open session at 12:56 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

12:57 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
of

Tuesday, January 18, 2005

1:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

APPROVAL OF RESCHEDULED MEETING TIME

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
Tuesday, January 18, 2005
1:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **APPROVAL THAT THE JANUARY 18, 2005 RESCHEDULED REGULAR MEETING START AT 1:00 P.M.** – **Action Item**

Recommendation: Approve

(3) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(4) **APPROVAL OF MINUTES** – **Action Item**

Special Meeting of January 3, 2005 – Closed Session

Recommendation: Approve

Regular Meeting of January 3, 2005

Recommendation: Approve

(5) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(6) Commendation for Ray Wong, Deputy Director, Department of Human Resources, upon his retirement after 33 years of service to the City & County of San Francisco. (File No. 0032-05-1) – Action Item

Recommendation: Approve.

SPECIAL ORDER OF BUSINESS

(7) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services	San Francisco Sheriff's Department
Adult Probation Department	Human Rights Commission
Airport Commission	Immigrant Rights Commission
Asian Art Museum	Law Library
Assessment Appeals Board	Public Library
Board of Supervisors, Clerk of the Board of Supervisors	Office of the Mayor
Board of Supervisors, Sunshine Ordinance Task Force	Municipal Transportation Agency
Department of Building Inspection	Police Department
Office of the City Attorney	Port of San Francisco
Citizen's General Obligation Bond Oversight Committee	Private Industry Council of San Francisco, Inc.
Civil Service Commission	Public Defender
Office of the Controller	Public Utilities Commission
Office of the District Attorney	Recreation and Parks Department
Entertainment Commission	Residential Rent Stabilization and Arbitration Board
Department of the Environment	Retirement System
Fine Arts Museum	Commission and Department on the Status of Women
San Francisco Fire Department	Taxi Commission
Health Commission and Department of Public Health	Telecommunications and Information Services
Department of Human Resources	Office of the Treasurer and Tax Collector
Juvenile Probation Commission	Office of Economic & Workforce Development
City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Emergency Communications Department
Southeast Community Facility Commission	Department of Children, Youth & their Families
San Francisco Children and Families Commission	Health Service System
San Francisco Sheriff's Department	

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
November 1, 2004:	Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.
November 15, 2004:	Continue to the meeting of December 6, 2004.
December 6, 2004:	Continue to the meeting of December 20, 2004.
December 20, 2004:	Continue to the meeting of January 3, 2005.
January 3, 2005:	Continue to the meeting of January 18, 2005.
Recommendation:	Review; Forward comment to the Ethics Commission.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of request for approval of proposed personal services contracts. (File No. 0916-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-04/05	City Planning	$835,000	Will prepare environmental impact review (EIR) and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code.	Regular	12/31/08

January 3, 2005:	Postpone to the meeting of January 18, 2005 at the request of City Planning and the agreement of IFPTE Local 21.
Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) Review of request for approval of proposed personal services contracts. (File No. 0005-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-04/05	Controller	$150,000	Will provide User and Development Impact Fee and Service Charge studies for the Department of Building Inspection and City Planning Departments. Fee categories: short and long range planning services, building inspections, building and use permits.	Regular	12/31/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (File No. 0535-03-7) - Action Item

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of Barbara Thomson.

November 17, 2003: Off Calendar at the request of Barbara Thomson pending resolution of an unfair labor practice filed with the Public Employment Relations Board.

Recommendation of the Recreation & Park Department: No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11)
a. **Update on the Department of Human Resources Reorganization**
b. **Update on Layoff and Early Retirement Issues**
c. **Update on Board of Supervisors City Services Committee Meeting and Mayor's Town Hall Meeting**

Recommendation: Discussion only item.

EXECUTIVE OFFICER'S REPORT

(12) **Update on Fiscal Year 2005-06 Civil Service Commission Budget Request. (File No. 0900-04-1)**

December 20, 2004: Accept report.

Recommendation: Direct Commission staff to prepare Fiscal Year 2005-06 at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission meeting of February 7, 2005, incorporate changes made by the Commission up to February 18, 2005, approve to submit the Fiscal Year 2005-06 Budget Request to the Mayor and the Controller by February 22, 2005.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
Tuesday, January 18, 2005

1:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

1:07 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

APPROVAL THAT THE JANUARY 18, 2005 RESCHEDULED REGULAR MEETING START AT 1:00 P.M.

Action: Approve. (Vote of 4 to 0)

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of January 3, 2005 – Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of January 3, 2005

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Executive Officer announced a change of the February 22, 2005 meeting to Friday, February 25, 2005 at 2:00 p.m. in City Hall, Room 400 and that a proposed amended Calendar of Meetings will be submitted to the Civil Service Commission.

Item #7 – Statement of Incompatible Activities continued to a meeting when comments being prepared by Commissioner Casper are completed. (Vote of 4 to 0)

Item #11 - Human Resources Director's Announcements taken out of order after Ratification Agenda. (Vote of 4 to 0)

COMMENDATIONS AGENDA

0032-05-1 **Commendation for Ray Wong, Deputy Director, Department of Human Resources, upon his retirement after 33 years of service to the City & County of San Francisco. (Item No. 6)**

Speakers: Kate Favetti, Executive Officer
President Linda Richardson
Commissioner Donald Casper
Philip Ginsburg, Human Resources Director
Ray Wong, Recipient of Commendation

Action: Approve. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS

0497-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 7)**

Department of Administrative Services	San Francisco Sheriff's Department
Adult Probation Department	Human Rights Commission
Airport Commission	Immigrant Rights Commission
Asian Art Museum	Law Library
Assessment Appeals Board	Public Library
Board of Supervisors, Clerk of the Board of Supervisors	Office of the Mayor
Board of Supervisors, Sunshine Ordinance Task Force	Municipal Transportation Agency
Department of Building Inspection	Police Department
Office of the City Attorney	Port of San Francisco
Citizen's General Obligation Bond Oversight Committee	Private Industry Council of San Francisco, Inc.
Civil Service Commission	Public Defender
Office of the Controller	Public Utilities Commission
Office of the District Attorney	Recreation and Parks Department
Entertainment Commission	Residential Rent Stabilization and Arbitration Board
Department of the Environment	Retirement System
Fine Arts Museum	Commission and Department on the Status of Women
San Francisco Fire Department	Taxi Commission
Health Commission and Department of Public Health	Telecommunications and Information Services
Department of Human Resources	Office of the Treasurer and Tax Collector
Juvenile Probation Commission	Office of Economic & Workforce Development

0497-04-1 (continued)

City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Emergency Communications Department
Southeast Community Facility Commission	Department of Children, Youth & their Families
San Francisco Children and Families Commission	Health Service System
San Francisco Sheriff's Department	

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

October 4, 2004: Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.

October 18, 2004: Continue to the meeting of November 1, 2004.

November 1, 2004: Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.

November 15, 2004: Continue to the meeting of December 6, 2004.

December 6, 2004: Continue to the meeting of December 20, 2004.

December 20, 2004: Continue to the meeting of January 3, 2005.

January 3, 2005: Continue to the meeting of January 18, 2005.

Speakers: None.

Action: Continue to a meeting when comments being prepared by Commissioner Casper are completed. (Vote of 4 to 0)

0916-04-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-04/05	City Planning	$835,000	Will prepare environmental impact review (EIR) and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code.	Regular	12/31/08

January 3, 2005: Postpone to the meeting of January 18, 2005 at the request of City Planning and the agreement of IFPTE Local 21.

Speakers: Bonita Davenport, City Planning

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0005-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-04/05	Controller	$150,000	Will provide User and Development Impact Fee and Service Charge studies for the Department of Building Inspection and City Planning Departments. Fee categories: short and long range planning services, building inspections, building and use permits.	Regular	12/31/05

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0535-03-7 **Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (Item No. 10)**

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of Barbara Thomson.

November 17, 2003: Off Calendar at the request of Barbara Thomson pending resolution of an unfair labor practice filed with the Public Employment Relations Board.

Speakers: Terrence Daniel, Recreation & Park Department
Martin Greenlaw, On behalf of Appellant

Action: No future employment with the City and County of San Francisco. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

Discussion:

1. **Update on the Department of Human Resources Reorganization**
   The Department of Human Resources Client Service model is working well.
2. **Update on Layoff and Early Retirement Issues**
   a) No extensions of layoff dates – 100 layoffs effective January 14, 2005
   b) Board of Supervisors did not amend ASO to delete positions resulting in no offer of early retirement. A few offers were extended to employees where positions deleted mid-year as part of the budget action in July, 2004.
   c) No further layoffs expected until next fiscal year
   d) Provisional appointment Policy and Procedures were revised and distributed. The only change is that Ted Yamasaki, Deputy Human Resources Director will be approving OA's instead of EEO Division
3. **Update on Board of Supervisors City Services Committee Meeting and Mayor's Town Hall Meeting**
   a) City Services Committee – review issues related to Recreation and Park Gardeners
   b) Civil service reform – conversation with stakeholders about what we can do better

EXECUTIVE OFFICER'S REPORT

0900-04-1 **Update on Fiscal Year 2005-06 Civil Service Commission Budget Request. (Item No. 12)**

December 20, 2004: Accept report.

Speakers: Kate Favetti, Executive Officer

Action: Direct Commission staff to prepare Fiscal Year 2005-06 at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission meeting of February 7, 2005, incorporate changes made by the Commission up to February 18, 2005, approve to submit the Fiscal Year 2005-06 Budget Request to the Mayor and the Controller by February 22, 2005. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

1. Hanley Chan and Eugene Shin requested that Job Code 8208, Park Patrol Officers be identified as Park Rangers.
2. Ed Lieberman, Municipal Executives Association wished the Commission a Happy New Year.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

2:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed

Monday, January 31, 2005

10:00 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10 (d) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Existing Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, and Civil Service Commission of the City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025) (DISCUSSION ITEM)

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a). (ACTION ITEM)

V. Adjournment.

Please Note: *Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 1/26/05

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Acting Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Adele.Destro@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

Civil Service Commission

January 31, 2005 Special Meeting - Closed

Minutes of Special Meeting - Closed Session

Monday, Januray 31, 2005

10:00 a.m.

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I. The Special Meeting was called to order at 10:07 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Not Present: Commissioner Alicia D. Becerril

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Joe Moriarty, Vice President Local 798, indicated that the members are looking forward to a quick and fair resolution of this important issue.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10 (d) and pursuant to California Government Code Section (54956.9) - Conference with Legal Counsel - Existing Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION
San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, and Civil Service Commission of the City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025)

Action: The Commission voted to include Fire Chief Joanne Hayes-White and Human Resources Director Philip Ginsburg in closed session. (Vote of 4 to 0)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 10:12 a.m. in City Hall, Room 416 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng

Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Phil Ginsburg, Human Resources Director (Missed Items I & II)
Joanne Hayes-White, Fire Chief, SFFD
Lizzette Henríquez, Civil Service Commission
Linda Ross, Deputy City Attorney
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 11:22 a.m.

IV. Reconvened in open session 11:22 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)). (Action Item)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

11:27 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

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Regular Meeting
of
February 7, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 7, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of January 18, 2005 – Closed Session

Recommendation: Approve

Regular Meeting of January 18, 2005

Recommendation: Approve

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

(5) **Human Resources Director's Report: Overview Presentation on Layoffs and Early Retirement. (File No. 0072-05-1)**

Recommendation: Discussion only item.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0062-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4056-04/05	Public Works	$1,500,000	Will provide as needed highly specialized civil engineering tasks including design, drafting, investigations, reports, presentations, construction management, field inspections and consultation for various types of public works projects.	Regular	06/30/07
4057-04/05	Public Works	$1,500,000	Will provide geotechnical engineering services which includes performing field investigations and inspection, preparing reports, consultation and making recommendations for mitigation of emergencies such as landslides or rockfalls.	Regular	06/30/07
4058-04/05	Public Utilities Commission	$200,000	To create a panel of technical experts to provide advice on seismic, tunnel design and construction, and geotechnical engineering on the New Crystal Springs Bypass (Polhemus) Tunnel project, and assist SFPUC project team in making critical decisions.	Regular	11/30/06
4059-04/05	Municipal Transportation Agency	$4,066,470	Will furnish and install Clearie Longview Nox Reduction Catalyst/Diesel Particulate Filter Emission Reduction System on 374 diesel motor coaches by June 2005 to meet California Air Resource Board (CARB) requirements for emission reductions.	Regular	06/30/05
4060-04/05	Airport Commission	$1,975,000	Will provide financial advisory services in connection with Airport's ongoing debt issuance, debt management, and capital program, including but not limited to, financial, investment, swap, and rebate advisory services.	Regular	01/31/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed Amended Civil Service Commission Meeting Schedule for Calendar Year 2005. (File No. 0063-05-1) - Action Item

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Calvin Thomas of the Human Resources Director's determination of insufficient evidence to sustain the charges of harassment or discrimination. (File No. 0415-04-6) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Calvin Thomas.

(9) Appeal by Beverly Lashley of the Human Resources Director's decision in her employment discrimination complaint. (File No. 0215-04-6) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Beverly Lashley.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) Update of the first 100 days as Human Resources Director.

Recommendation: Discussion only item.

EXECUTIVE OFFICER'S REPORT

(11) Fiscal Year 2005-06 Civil Service Commission Budget Request. (File No. 0067-05-1) - Action Item

December 20, 2004: Accept report.

January 18, 2005: Direct Commission staff to prepare Fiscal Year 2005-06 at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission meeting of February 7, 2005, incorporate changes, approve to submit the Fiscal Year 2005-06 Budget Request to the Mayor and the Controller by February 22, 2005.

Recommendation: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2005-06 Budget Request, incorporate changes, approve to submit the Fiscal Year 2005-06 Budget Request to the Mayor and the Controller by February 22, 2005.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

65
5
17/05

Regular Meeting
February 7, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Missed Items 6 to 8 and 10 to 14)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided. (Vice President Thomas Ng presided at Item #7)

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Dr. Roop Jindal expressed concern regarding PSC's and urged the Commission to look into how they are handled and if some of the work could be performed in-house. He also stated that departmental exams should be conducted in order to recruit qualified workers.

APPROVAL OF MINUTES

Special Meeting of January 18, 2005 – Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of January 18, 2005

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS:

Due to the President's Day Holiday, the second meeting of February is rescheduled for Friday, February 25, 2005 at 12 Noon in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place.

SPECIAL ORDER OF BUSINESS

0072-05-1 Human Resources Director's Report: Overview Presentation on Layoffs and Early Retirement. (Item No. 5)

Speakers: Philip Ginsburg, Human Resources Director
Kerry Ko, Department of Human Resources
Ted Yamasaki, Department of Human Resources

Public Comment:

(1) Joselito Laudencia, IFPTE Local 21 commented on layoffs and the approximate 150 Local 21 members who received notices since the summer of 2004. He also spoke about the application of PSC's, Early Retirement Program and the application of the Exception to Order of Layoffs and Special Conditions being used to bypass the seniority system. He touched on the agreement with the City where Local 21 negotiated with the internal placement committee where a cross section of Union members meets with the Mayor's Office and the Department of Human Resources to find ways to mitigate the layoffs. He acknowledged that there have been improvements over the past two years, and especially in the last few months where the Department of Human Resources has seemed more responsive to employee concerns and pulled in more staff to work on layoffs. He stated that Local 21 understands that these are hard times for the City but wants to insure that the integrity of the civil service system is upheld and that whatever is applied regarding layoffs, early retirement and special conditions is consistent, fair and transparent.

(2) Howard Wong, Prop F retiree and past President of IFPTE Local 21 stated that the early retirement benefit is obviously a mutually beneficial option but the lack of a collaborative planning process created a great deal of chaos and unnecessary traumatic emotional experience amongst many employees. It is important to test every system by looking at it from the opposite point of view. The early retirement offer, although a good one, certainly can have a more educational approach.

(3) Craig Chandler, IFPTE Local 21 employee and 1023 Network Administrator III described his layoff experience and requested that employees have a mechanism to challenge layoff decisions.

(4) Richard Isen, 1044 Web Application Developer and IFPTE Local 21 IT Chapter President spoke on the flaws and special conditions to positions, particularly the self-certification process, and that work performed by laid off employees is then contracted out. He also spoke of the issues concerning Cynthia Clark's layoff. He also spoke about the CHANGES Project which is the web based system used to track the homeless in San Francisco.

(5) Cynthia Clark, 1054 Principal Business Systems Analyst with the City for over 26 years. In the process of her layoff, she found that the lack of coordination created some problems.

(6) Robert Cefalu, former President and current Vice President IFPTE Local 21 IT Chapter spoke on the Exceptions to Order of Layoffs due to Special Conditions as a loophole in civil service seniority. Many departments have a culture of trying to get around the Rules and finding ways to do it. Many of the Special Conditions are out of date. For instance, there is still a special condition on WANG qualifications. Many special conditions are far too specific in scope to allow bumping and many are bogus. We need to review all existing special conditions and have a way to question their validity. All new special conditions must be approved only after the highest scrutiny is applied.

(7) Dean Coate, IFPTE Local 21 member and Steward in the IT Chapter spoke on the problems resulting from the bumping and displacement process. The Civil Service Commission Rules and the Early Retirement Program has been called complex a number of times today. There are reasons for these rules. If you look at other City processes, even the everyday purchasing process, you will find a lot of complexity. The Department of Human Resources has done such a good job of analyzing these rules and developing a step by step procedure to implement them. He suggests that this complexity is manageable.

(8) Melyssa Jo Kelly, Training Officer at Child Support Services with the City since 1996. As a believer in the civil service process and the civil service system, she is very pleased to testify before the Commission, especially to affirm Commissioner Casper's comments about contracting out. She is present because Local 21 asked the Civil Service Commission to protect City services by reducing contracts with high priced consultants. Since July 2003, the Mayor's Office, the Department of Human Resources and Local 21 have worked very hard to mitigate the impact of layoffs on City services to comply with the Civil Service Commission Rules and to preserve essential City jobs. During the same time, Fiscal Year 2003-04, the City paid private consultants millions and millions of dollars for services which could have been provided by City employees at a fraction of the cost. Urges to join in recommending that, first City departments engage in long-term planning to allow time to meet staffing needs without contracting out services and two, that the Mayor's Budget Office monitors the use of Personal Service Contracts citywide.

(9) Andre Daye, IS Administrator II (Job Code 1022) bumped from the City Attorney's Office to the Municipal Transportation Agency. Although the citywide seniority list indicated that there were other employees on the list with less seniority, he was forced to take a significant pay cut due to the fact that the Department of Human Resources approved special qualifications for specific individuals in several City departments to be exempt from bumping procedures due to improper special qualifications. He hopes that the Civil Service Commissioners will take the opportunity to correct these mistakes so that no one has to feel intimidated into taking a decrease in pay for lack of knowledge and information provided by the Department of Human Resources.

(10) Ron Williams, 1022 IS Administrator bumped from the Municipal Transportation Agency to being split between the Mayor's Office and the Mayor's Office of Housing. He is in the process of the final days of his probationary period and has a preliminary unsatisfactory in the areas of Microsoft programming and Microsoft Sequel Server Program. He indicated that his skill set is basically a Systems Administrator and wants to know if there is any recourse for this. He is being evaluated as a Business Analyst instead of a Systems Administrator.

(11) Stephen Solnit, 1053 Senior Business Analyst with eight years at the Department of Public Health spoke about how special conditions and bumping rules are undermining seniority rules. Many positions have too many special conditions that specify an impossible array of skills. The qualifications for bumping are often much more stringent than the qualifications for hiring. This is the reverse of how it should be. It is clear that the departments are using special conditions to protect their staff from being bumped, even by employees who would be capable of performing the job. This practice undermines civil service seniority rules. When an employee bumps into a position, the department should make every effort to help the employee succeed, just as they would a new hire. While bumping is disruptive for everyone, departments have to realize that it's different from a hiring process. Urges the Civil Service Commission and the Department of Human Resources to require departments to develop a transition plan for each bumping employee to give them a fair opportunity to succeed.

(12) Lenita Reyes, laid off employee from the Assessor's Office and currently a 4224 Principal Property Auditor at the Treasurer/Tax Collector's Office. Given that the Assessor's Office continues to hire people who are campaign contributors, this kind of thing should not happen and it undermines the whole civil service system. She is aware that the Civil Service Commission is looking into the issues regarding the Assessor's Office and is just trying to insure that there is a larger effort to keep the civil service system intact.

(13) Katherine Rodrigues, 3284 Recreation Director used an analogy of how the NFL picks players to point out that as civil servants, we have a responsibility to our community, to the citizens, to the residents of San Francisco to pick the best in this very devastating situation with our budget. If all of our departments are going to dwindle into almost nothing, wouldn't it make sense to pick the best, the strongest, the ones that our departments can rely on forever, or at least until we get back on our feet.

(14) Carl Golding, 3284 Recreation Director with a special condition of Spanish. In terms of layoffs, look at why we're laying people off and unfortunately when a fiscal crisis hits, you look at laying people off based solely on seniority. He has little hope of changing the system used by the Civil Service Commission but feels obligated to speak up on behalf of the unsung heroes who are facing layoffs after a lifetime of unappreciated service. The system is flawed when top quality employees are terminated for a lack of seniority. Would like to implore the Commission to do some hard thinking about the future of our department so that the exodus of younger or seasoned talent be expunged from the system for lack of a comprehensive review process that should be initiated to retain the personnel that best serve our community. The example being set by allowing seniority as the sole criteria for retention is a recipe for the ultimate demise of our department.

(15) Mercy Hernandez-Bran, 1246 Principal Personnel Analyst spoke about her two layoff notices and how she fought for her position. She felt she was targeted after the Board of Supervisors reinstated her position under special conditions.

(16) Rafael Centeno, Human Resources Director at the San Francisco International Airport supports and pledges to make layoffs and the Early Retirement Program more humane and dignified. Stated that the self-certification process could use improvement for better fit of employees and departments.

(17) Therese Madden, Public Utilities Commission spoke of how they received 100 displaced employees into the PUC. Most employees as a whole that bumped into PUC were well qualified but there were some problems in specialized positions where a few employees were not good fit for the department. She also emphasized the importance of treating employees with dignity throughout the layoff process.

(18) James Fields spoke of his shock and surprise to hear that he would receive a layoff notice and how he bumped a Contract Compliance Officer II, Richard Waller. He requested that the Civil Service Commission use its authority to review how this early retirement/layoff proposal was accepted and support any reasonable proposal that reverse this unfair scenario and return Mr. Waller to his duties. He suggested that the Human Rights Commission should be counseled in accordance with City and County of San Francisco, Department of Human Resources and Early Retirement guidelines.

(19) Kathy Mallegni, Port Commission congratulated the Department of Human Resources on a good job. She expressed concern about last minute changes and how upsetting they can be; she suggested more Near List appointments and making near list appointments permanent civil service immediately. She commented that special conditions fostered broader classes. She also suggested that longer probationary periods and broader severance packages may address some of the layoff concerns.

(20) Melvin Moses, 1043 Department of Telecommunications and Information Services was bumped to the Municipal Transportation Agency and received no training. He feels that the departments practice to make transitions smoother should be looked at.

(21) Robert Nist spoke on the Special Conditions criteria affecting Senior Architects layoffs. He was notified by the Department of Public Works that he is to be laid off while other Senior Architects with less seniority are not being laid off. This action is justified based on the application of "Special Conditions" which undermines the intent of Civil Service and its examination policy.

(22) Joseph Engler, assuming we were on Item #12, inquired on the status of his pending appeal.

Note: Commissioner Alicia Becerril left at 4:40 p.m.

0062-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4056-04/05	Public Works	$1,500,000	Will provide as needed highly specialized civil engineering tasks including design, drafting, investigations, reports, presentations, construction management, field inspections and consultation for various types of public works projects.	Regular	06/30/07
4057-04/05	Public Works	$1,500,000	Will provide geotechnical engineering services which includes performing field investigations and inspection, preparing reports, consultation and making recommendations for mitigation of emergencies such as landslides or rockfalls.	Regular	06/30/07
4058-04/05	Public Utilities Commission	$200,000	To create a panel of technical experts to provide advice on seismic, tunnel design and construction, and geotechnical engineering on the New Crystal Springs Bypass (Polhemus) Tunnel project, and assist SFPUC project team in making critical decisions.	Regular	11/30/06
4059-04/05	Municipal Transportation Agency	$4,066,470	Will furnish and install Clearie Longview Nox Reduction Catalyst/Diesel Particulate Filter Emission Reduction System on 374 diesel motor coaches by June 2005 to meet California Air Resource Board (CARB) requirements for emission reductions.	Regular	06/30/05
4060-04/05	Airport Commission	$1,975,000	Will provide financial advisory services in connection with Airport's ongoing debt issuance, debt management, and capital program, including but not limited to, financial, investment, swap, and rebate advisory services.	Regular	01/31/10

Speakers: Nelson Wong, Department of Public Works and David Coleman, IFPTE Local 21 spoke on PSC 4056-04/05.

Action: Adopt the Human Resources Director's report on PSC #4056-04/05 on the condition that quarterly reports to IFPTE Local 21 also be forwarded to the Civil Service Commission as well as individual Commissioners and that the Department be prepared to answer the Commission's questions regarding the specific awards should any such questions arise. (Vote of 4 to 0)

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote 4 to 0)

0063-05-1 **Proposed Amended Civil Service Commission Meeting Schedule for Calendar Year 2005. (Item No. 7)**

Speakers: None.

Action: Approve. (Vote of 3 to 0; Commissioner Richardson missed vote)

0415-04-6 **Appeal by Calvin Thomas of the Human Resources Director's determination of insufficient evidence to sustain the charges of harassment or discrimination. (Item No. 8)**

Speakers: Philip Ginsburg, Human Resources Director introduced Elizabeth Jacobi as the Appellate Specialist at the Department of Human Resources who will be providing and handling all appeals on a variety of issues.
Elizabeth Jacobi, Department of Human Resources
Calvin Thomas, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Calvin Thomas. (Vote of 4 to 0)

0215-04-6 **Appeal by Beverly Lashley of the Human Resources Director's decision in her employment discrimination complaint. (Item No. 9)**

Speakers: None.

Action: Approve the request of Beverly Lashley to withdraw appeal. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

Update of the first 100 days as Human Resources Director.

Speakers: None.

Action: Postpone to the meeting of February 25, 2005.

EXECUTIVE OFFICER'S REPORT

0067-05-1 Fiscal Year 2005-06 Civil Service Commission Budget Request. (Item No. 11)

December 20, 2004:	Accept report.
January 18, 2005:	Direct Commission staff to prepare Fiscal Year 2005-06 at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission meeting of February 7, 2005, incorporate changes, approve to submit the Fiscal Year 2005-06 Budget Request to the Mayor and the Controller by February 22, 2005.
Speakers:	Kate Favetti, Executive Officer
Action:	Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2005-06 Budget Request, incorporate changes, approve to submit the Fiscal Year 2005-06 Budget Request to the Mayor and the Controller by February 22, 2005. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono inquired when the appeal by Joseph Engler would be calendared. The Executive Officer responded that we are awaiting a report from the Department.

ADJOURNMENT

5:48 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AMENDED

MEMORANDUM
CSC NO. 2004 - 15

DATE: February 10, 2005

TO: Department Heads
Personnel Officers and Representatives
Employee Organizations

FROM: Kate Favetti
Executive Officer

SUBJECT: Amended Civil Service Commission Meeting Schedule for Calendar Year 2005

At its meeting of February 7, 2005, the Civil Service Commission adopted an amended meeting schedule for Calendar Year 2005.

Please find on the reverse side of this memorandum a copy of the Civil Service Commission Meeting Schedule for Calendar Year 2005. If you have any questions concerning the meeting schedule, please call Anita Sanchez or me at 252-3247.

CIVIL SERVICE COMMISSION

Kate Favetti

KATE FAVETTI
Executive Officer

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CIVIL SERVICE COMMISSION MEETING SCHEDULE

Calendar Year 2005

DATE	TIME	LOCATION
January 3	2:00 p.m.	Room 400, City Hall
January 17	*Rescheduled due to Martin Luther King Day Holiday*	
January 18	**RESCHEDULED REGULAR MEETING**	
	2:00 p.m.	**TBA**
February 7	2:00 p.m.	Room 400, City Hall
February 21	*Rescheduled due to President's Day Holiday*	
February 25	**RESCHEDULED REGULAR MEETING**	
	12:00 p.m.	***400***
March 7	2:00 p.m.	Room 400, City Hall
March 21	2:00 p.m.	Room 400, City Hall
April 4	2:00 p.m.	Room 400, City Hall
April 18	2:00 p.m.	Room 400, City Hall
May 2	2:00 p.m.	Room 400, City Hall
May 16	2:00 p.m.	Room 400, City Hall
June 6	2:00 p.m.	Room 400, City Hall
June 20	2:00 p.m.	Room 400, City Hall
July 4	*Rescheduled due to 4th of July Holiday*	
July 5	**RESCHEDULED REGULAR MEETING**	
	10:00 a.m.	***408***
July 18	2:00 p.m.	Room 400, City Hall
August 1	2:00 p.m.	Room 400, City Hall
August 15	2:00 p.m.	Room 400, City Hall
September 5	*Rescheduled due to Labor Day Holiday*	
September 6	**RESCHEDULED REGULAR MEETING**	
	10:00 a.m.	***408***
September 19	2:00 p.m.	Room 400, City Hall
October 3	2:00 p.m.	Room 400, City Hall
October 17	2:00 p.m.	Room 400, City Hall
November 7	2:00 p.m.	Room 400, City Hall
November 21	2:00 p.m.	Room 400, City Hall
December 5	2:00 p.m.	Room 400, City Hall
December 19	2:00 p.m.	Room 400, City Hall

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Friday, February 18, 2005

10:00 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney-client privilege and hold closed session to confer with legal counsel on Existing Litigation. (ACTION ITEM)

Vote on whether to confer with Labor Negotiator. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION (DISCUSSION ITEM) San Francisco Administrative Code Section 67.10(d)(1); California Government Code Section 54956.9(a) San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025)

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Kate Favetti, Executive Officer
Organization: Firefighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 2/14/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Friday, February 18, 2005
10:00 a.m.

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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I. The Special Meeting was called to order at 10:10 a.m.

Present: Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

Not Present: President Linda Richardson
Vice President Thomas T. Ng

Commissioner Donald A. Casper presided. In the absence of the Civil Service Commission President and Vice President, the Commission voted that Commissioner Donald A. Casper preside. (Vote of 3 to 0)

II. Public comment on all matters appearing on the Special Meeting Agenda Session

Joe Moriarty, Vice President, Local 798, Fire Fighters, said that the members are anxious for promotional exams; eager to go back to the table to negotiate the Certification Rule; and, anxious for Civil Service Commission to rule on the secondary criteria issue submitted by Joseph Engler two months ago.

III. Vote on whether to assert the attorney-client privilege and hold closed session to confer with legal counsel on Existing Litigation. (ACTION ITEM)

Vote on whether to confer with Labor Negotiator. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION (Discussion Item) San Francisco Administrative Code Section 67.10 (d) (1); California Government Code Section 54956.9(a) San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025)

Action: The Commission voted to assert attorney-client privilege and hold a closed session to confer with legal counsel on existing litigation. (Vote of 3 to 0)

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6
Commission Negotiator: Kate Favetti, Executive Officer
Organization: Firefighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

Action: The Commission voted to conduct a closed session to confer with Labor Negotiator. (Vote of 3 to 0)

Closed Session started at 10:15 a.m. in City Hall, Room 400 and the following were present:

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Phil Ginsburg, Human Resources Director (arrived during discussion of item III)
Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, City Attorney's Office
Paul Zarefsky, City Attorney's Office

Closed Session ended at 11:32 a.m.

IV. Reconvened in open session at 11:32 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

11:33 a.m.

The Commission adjourned the meeting in memory of Stanley Warren, Secretary-Treasurer, San Francisco Building Construction Trades Council who passed away on February 1, 2005.

The Human Resources Director requested to join in sending condolences.

The Executive Officer is directed to send a communication to Mr. Warren's family with condolences from the Civil Service Commission and the Human Resources Director.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Friday, February 25, 2005

11:00 a.m.

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02-23-05 A09:51 RCVD

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6

Commission Negotiator: Kate Favetti, Executive Officer
Organization: Firefighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 2/18/05

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Notice of Commission Hearing Policies and Procedures

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

2/25/05
Special
Closed

Minutes of Special Meeting – Closed Session

Friday, February 25, 2005
11:00 a.m.

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I. The Special Meeting was called to order at 11:06 a.m.

Present: Vice President Thomas Ng
Commissioner Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono

Not Present: President Linda Richardson

Vice President Thomas Ng presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Joe Moriarty, Vice President, Local 798, Firefighters stated that the Union is looking forward to negotiating with the Commission to achieve a fair and equitable Certification Rule.

III. Vote on whether to hold closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6

Commission Negotiator: Kate Favetti, Executive Officer
Organization: Firefighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

Action: The Commission voted to conduct a closed session to confer with Labor Negotiator. (Vote of 4 to 0)

Closed Session started at 11:08 a.m. in City Hall Room 400 and the following were present:

Vice President Thomas Ng
Commissioner Alicia Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Philip Ginsburg, Human Resources Director (arrived during introduction of Closed Session)
Anita Sanchez, Assistant Executive Officer
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 11:52 a.m.

IV. Reconvened in open session at 11:52 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment.

11:52 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

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Regular Meeting
of

Friday, February 25, 2005

12:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
Friday, February 25, 2005
12:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of February 7, 2005

Recommendation: Approve

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0093-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-04/05	Public Health	$6,000,000	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/06
4062-04/05	Public Health	$2,000,000	Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consulting/training. Will also provide as-needed support services for Web-based applications for DPH.	Regular	06/30/09
4063-04/05	Public Works	$565,000	Will provide additional engineering services to the seismic upgrade buildings; changes to construction documents; reviews with Office of Statewide Health Planning & Development (OSHPD); and construction administration.	Regular	02/28/11
4064-04/05	Human Resources	$7,000,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	01/31/08
4065-04/05	Public Utilities Commission (Water)	$15,700,000	Will provide tunnel engineering and design services for a 5-miles, 10-feet diameter water tunnel installed in soft ground below the water table in the South Bay Area.	Regular	04/30/12
4066-04/05	Public Utilities Commission (Water)	$1,500,000	Will assist and support SFPUC staff in developing and implementing a comprehensive and multi-faceted public outreach program to support all activities of the Clean Water Master Plan (CWMP).	Regular	06/01/08
4067-04/05	Public Utilities Commission (Water)	$2,100,000	Will design, build and install 300 kilowatts solar panel at Northpoint Pump Station, 111 Bay Street. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, and reduce the amount of air pollution.	Regular	12/01/07
4068-04/05	Public Utilities Commission (Water)	$850,000	Will provide environmental analyses services for San Andreas Pipeline #3 installation and Crystal Springs Pipeline #2 replacement; coordination and work plan preparation; environmental document scoping, background and field studies.	Regular	03/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (File No. 0363-04-5/0365-04-5) – Action Item

December 6, 2004: Special condition to remain on requisition #P20428 until the Commission hears the matter on February 22, 2005.

Recommendation: Postpone to the meeting of March 7, 2005 at the request of the Department of Human Resources.

(7) Department of Human Resources Report on Provisional Appointments. (File No. 0094-05-1) – Action Item

Recommendation: Accept and file report.

(8) Department of Human Resources Report on Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0095-05-1) – Action Item

Recommendation: Accept and file report.

(9) Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0096-05-1) – Action Item

Recommendation: Adopt report.

(10) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0097-05-1) – Action Item

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Review of request for approval of proposed personal services contracts. (File No. 0108-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-04/05	Public Utilities Commission	$45,000,000	Will provide professional engineering services: Program Management, Project Management, Construction Management, Risk Management, Project Scheduling, Cost Controls, Cost Estimating, Labor and Contract Relations, Environmental Planning and Permitting.	Regular	08/31/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) Update of the first 100 days as Human Resources Director.

February 7, 2005: Postpone to the meeting of February 25, 2005.

Recommendation: Discussion only item.

EXECUTIVE OFFICER'S REPORT

(13) Update on the Fiscal Year 2004 – 05 Goals and Objectives as of January 31, 2005. (File No. 0098-04-1) – Action Item

Recommendation: Accept report.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5/05
ended

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AMENDED

AGENDA

Regular Meeting
of

Friday, February 25, 2005

12:00 *NOON*
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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02-23-05 A09:05 RCVD

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
Friday, February 25, 2005
12:00 *Noon*

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of February 7, 2005

Recommendation: Approve

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0093-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-04/05	Public Health	$6,000,000	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/06
4062-04/05	Public Health	$2,000,000	Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consulting/training. Will also provide as-needed support services for Web-based applications for DPH.	Regular	06/30/09
4063-04/05	Public Works	$565,000	Will provide additional engineering services to the seismic upgrade buildings; changes to construction documents; reviews with Office of Statewide Health Planning & Development (OSHPD); and construction administration.	Regular	02/28/11
4064-04/05	Human Resources	$7,000,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	01/31/08
4065-04/05	Public Utilities Commission (Water)	$15,700,000	Will provide tunnel engineering and design services for a 5-miles, 10-feet diameter water tunnel installed in soft ground below the water table in the South Bay Area.	Regular	04/30/12
4066-04/05	Public Utilities Commission (Water)	$1,500,000	Will assist and support SFPUC staff in developing and implementing a comprehensive and multi-faceted public outreach program to support all activities of the Clean Water Master Plan (CWMP).	Regular	06/01/08
4067-04/05	Public Utilities Commission (Water)	$2,100,000	Will design, build and install 300 kilowatts solar panel at Northpoint Pump Station, 111 Bay Street. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, and reduce the amount of air pollution.	Regular	12/01/07
4068-04/05	Public Utilities Commission (Water)	$850,000	Will provide environmental analyses services for San Andreas Pipeline #3 installation and Crystal Springs Pipeline #2 replacement; coordination and work plan preparation; environmental document scoping, background and field studies.	Regular	03/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (File No. 0363-04-5/0365-04-5) – Action Item**

December 6, 2004: Special condition to remain on requisition #P20428 until the Commission hears the matter on February 22, 2005.

Recommendation: Postpone to the meeting of March 7, 2005 at the request of the Department of Human Resources.

(7) **Department of Human Resources Report on Provisional Appointments. (File No. 0094-05-1) – Action Item**

Recommendation: Accept and file report.

(8) **Department of Human Resources Report on Charter Exempt positions under Charter Section *10.104-16 through 10.104-18*. (File No. 0095-05-1) – Action Item**

Recommendation: Accept and file report.

(9) **Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0096-05-1) – Action Item**

Recommendation: Adopt report.

(10) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0097-05-1) – Action Item**

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Review of request for approval of proposed personal services contracts. (File No. 0108-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-04/05	Public Utilities Commission	$45,000,000	Will provide professional engineering services: Program Management, Project Management, Construction Management, Risk Management, Project Scheduling, Cost Controls, Cost Estimating, Labor and Contract Relations, Environmental Planning and Permitting.	Regular	08/31/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(12) Consent for Deputy City Attorney Paul Zarefsky to serve as legal advisor to Civil Service Commission on matters unrelated to the San Francisco Unified School District, while serving as legal advisor to San Francisco Unified School District on matters unrelated to the Civil Service Commission. (File No. 0112-05-1) – Action Item

Recommendation: Approve.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) Update of the first 100 days as Human Resources Director.

February 7, 2005: Postpone to the meeting of February 25, 2005.

Recommendation: Discussion only item.

EXECUTIVE OFFICER'S REPORT

(14) Update on the Fiscal Year 2004 – 05 Goals and Objectives as of January 31, 2005. (File No. 0098-04-1) – Action Item

Recommendation: Accept report.

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

25/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
Friday, February 25, 2005

12:00 NOON
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

12:10 p.m.

ROLL CALL

President Linda Richardson	Not present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Missed Items # 15, 16, 17)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Joselito Laudencia, IFPTE Local 21 indicated that he will speak on Item #11 – Public Utilities Commission's Personal Services Contract #4069-04/05.

APPROVAL OF MINUTES – Action Item

Regular Meeting of February 7, 2005

Action: Approve. (Vote of 4 to 0)

0093-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-04/05	Public Health	$6,000,000	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/06
4062-04/05	Public Health	$2,000,000	Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consulting/training. Will also provide as-needed support services for Web-based applications for DPH.	Regular	06/30/09
4063-04/05	Public Works	$565,000	Will provide additional engineering services to the seismic upgrade buildings; changes to construction documents; reviews with Office of Statewide Health Planning & Development (OSHPD); and construction administration.	Regular	02/28/11
4064-04/05	Human Resources	$7,000,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	01/31/08
4065-04/05	Public Utilities Commission (Water)	$15,700,000	Will provide tunnel engineering and design services for a 5-miles, 10-feet diameter water tunnel installed in soft ground below the water table in the South Bay Area.	Regular	04/30/12
4066-04/05	Public Utilities Commission (Water)	$1,500,000	Will assist and support SFPUC staff in developing and implementing a comprehensive and multi-faceted public outreach program to support all activities of the Clean Water Master Plan (CWMP).	Regular	06/01/08
4067-04/05	Public Utilities Commission (Water)	$2,100,000	Will design, build and install 300 kilowatts solar panel at Northpoint Pump Station, 111 Bay Street. This will help reduce the City's commercial demand and relieve bottlenecks on the City's distribution grid, and reduce the amount of air pollution.	Regular	12/01/07
4068-04/05	Public Utilities Commission (Water)	$850,000	Will provide environmental analyses services for San Andreas Pipeline #3 installation and Crystal Springs Pipeline #2 replacement; coordination and work plan preparation; environmental document scoping, background and field studies.	Regular	03/31/08

Speakers: Galen Leung, Department of Public Health spoke on PSC #4061-04/05 and PSC #4062-04/05.
Carolyn Chiu, Public Utilities Commission spoke on PSC #4066-04/05.
Barry Pearl, Public Utilities Commission spoke on PSC #4068-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0363-04-5 **Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (Item No. 6)**

December 6, 2004: Special condition to remain on requisition #P20428 until the Commission hears the matter on February 22, 2005.

Speakers: None.

Action: Postpone to the meeting of March 7, 2005 at the request of the Department of Human Resources. (Vote of 4 to 0)

0094-05-1 **Department of Human Resources Report on Provisional Appointments. (Item No. 7)**

Speakers: **Richard Rothman**, SEIU Local 790 pointed out that although the number of provisional appointments have gone down in the City, the number is still far higher than any other jurisdiction in the State of California. It is SEIU Local 790's belief that there should be no provisional appointments, period.
(**Philip Ginsburg**, Human Resources Director introduced Ms. Cannonier-Craig as the newly appointed Director of Recruitment Assessment Services. Ms. Cannonier-Craig will be replacing Marsha Stroope who will be leaving City and County service.)
Denise Cannonier-Craig, Department of Human Resources
Kate Favetti, Executive Officer Civil Service Commission

Action: Accept and file report. (Vote of 4 to 0)

0095-05-1 **Department of Human Resources Report on Charter Exempt positions under Charter Section 10.104-16 through 10.104-18. (Item No. 8)**

Speakers: **Richard Rothman**, SEIU Local 790 read from Charter Section 10.104 and stated that SEIU Local 790 is disappointed that this report is only being provided two times per year. People are being hired as as-needed employees when there are others being laid off and on the holdover roster. There should be better oversight over the report and hiring of exempt appointments.
Philip Ginsburg, Human Resources Director

Action: Accept and file report. (Vote of 4 to 0)

0096-05-1 **Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 9)**

Speakers: **Richard Rothman**, SEIU Local 790 pointed out that although the number of provisional appointments have gone down in the City, the number is still far higher than any other jurisdiction in the State of California. It is SEIU Local 790's belief that there should be no provisional appointments, period.

Action: Adopt report.

0097-05-1 **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 10)**

Speakers: **Richard Rothman**, SEIU Local 790 read from Charter Section 10.104 and stated that SEIU Local 790 is disappointed that this report is only being provided two times per year. People are being hired as as-needed employees when there are others being laid off and on the holdover roster. There should be better oversight over the report and hiring of exempt appointments.

Action: Adopt report. (Vote of 4 to 0)

0108-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-04/05	Public Utilities Commission	$45,000,000	Will provide professional engineering services: Program Management, Project Management, Construction Management, Risk Management, Project Scheduling, Cost Controls, Cost Estimating, Labor and Contract Relations, Environmental Planning and Permitting.	Regular	08/31/10

Speakers: Harlan Kelly, Public Utilities Commission
Joselito Laudencia, IFPTE Local 21
Vitus Leung, IFPTE Local 21

Action: Adopt the Human Resources Director's report on the condition that the Public Utilities Commission submit to the Civil Service Commission annual reports each fiscal year on its hires and use of civil service employees to do the work outlined in the RFP in contrast to the work that is contracted out. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0112-05-1 **Consent for Deputy City Attorney Paul Zarefsky to serve as legal advisor to Civil Service Commission on matters unrelated to the San Francisco Unified School District, while serving as legal advisor to San Francisco Unified School District on matters unrelated to the Civil Service Commission. (Item No. 12)**

Speakers: None.

Action: Approve. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

Update of the first 100 days as Human Resources Director.

February 7, 2005: Postpone to the meeting of February 25, 2005.

Discussion: Philip Ginsburg, Human Resources Director reported on the activities of the first 100 days as the Human Resources Director and discussed civil service reform.

EXECUTIVE OFFICER'S REPORT

0098-04-1 **Update on the Fiscal Year 2004 – 05 Goals and Objectives as of January 31, 2005. (Item No. 13)**

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Richard Rothman, SEIU Local 790 stated they have been meeting with the City regarding the layoffs and things have gone as well as can be expected. He thanked Philip Ginsburg for his role when he was in the City Attorney's Office and now as the Human Resources Director. He seemed to make things happen and brought some common sense to the process. While it took a little longer than expected to get things worked out, they did the best they could overall. He also thanked the Human Resources Director for posting the Department of Human Resources contact list.

Joselito Laudencia, IFPTE Local 21 inquired on the status of the investigation into the Assessor's Office. They are concerned about the length of time it's taking and encouraged the Commission to come to some kind of resolution. He noted that he had spoken with Kate Favetti, Executive Officer, and she assured him that the office has been actively working on this issue and that part of the delay is in making sure that all documentation is accurate. He stressed that Local 21 members are very anxious because they want to make sure these issues do not get lost. The resolution of this matter will help to alleviate some serious morale issues within the department.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Donald Casper inquired on the progress of obtaining e-mail addresses for the Commissioners.

ADJOURNMENT

2:21 p.m.

Adjourned in memory of Thelma Shelley, former First Lady of San Francisco. The Executive Officer is directed to send a communication to the Shelley family with condolences from the Civil Service Commission.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Monday, March 7, 2005

1:30 p.m.

Room 400 0 City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert to hold closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6

Commission Negotiator: Kate Favetti, Executive Officer
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 3/2/05

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Amended

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, March 7, 2005

1:30 p.m.

Room 400 0 City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert to hold closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67 10(e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6

Commission Negotiator: *Philip Ginsburg, Human Resources Director*
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

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Posted 3/1/05

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, March 7, 2005
1:30 p.m.

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I. The Special Meeting was called to order at 1:35 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono (Not present for Items I and II)

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Frank Kelley, Firefighters Local 798 stated that Local 798 is looking forward to a quick resolution.

III. Vote on whether to assert to hold closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6

Commission Negotiator: Philip Ginsburg, Human Resources Director
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

Action: The Commission voted to conduct a closed session to confer with Labor Negotiator. (Vote of 4 to 0; Commissioner Gorrono arrived during vote.)

Closed Session started at 1:39 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono (Arrived during vote to conduct closed session)
Kate Favetti, Executive Officer, CSC
Philip Ginsburg, Human Resources Director
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney
Gloria Sheppard, Civil Service Commission

Closed Session ended at 2:19 p.m.

IV. Reconvened in open session at 2:20 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session.
(Vote of 5 to 0)

V. Adjournment.

2:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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KATE FAVETTI
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AGENDA

Regular Meeting

of

March 7, 2005

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 7, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of February 25, 2005 – 11:00 a.m. - Closed Session

Recommendation: Approve.

Regular Meeting of February 25, 2005

Recommendation: Approve

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0130-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-04/05	Administrative Services	$55,688	Will provide day laborers: increase access to employment and vital social services, educational opportunities, promote positive working relationships between employers and prospective employers, act as liaison to address community tensions.	Regular	06/30/05
4071-04/05	Children, Youth & Families	$610,775	Will produce and distribute unitized meals to children and youth enrolled in the 2005 Mayor's Summer Food Service Program.	Regular	08/19/05
4072-04/05	Arts Commission	$60,000	Will design, fabricate and install an artwork in the renovated Potrero Branch Library as part of the Branch Library Improvement Program.	Regular	12/31/08
4073-04/05	Arts Commission	$600,000	Will design, fabricate, and install new works of art in conjunction with the Recreation and Park Department's capital improvement program for parks and facilities throughout the City.	Regular	12/31/10
4074-04/05	Arts Commission	$100,000	Will develop a comprehensive plan containing long-range goals, guidelines, budgets and project recommendations for commissioning over $5.5 million in public art on PUC properties as mandated by the City's Art Enrichment Ordinance.	Regular	12/31/06
4075-04/05	Airport Commission	$518,266	Will develop and test automated video surveillance technologies to improve the accuracy of closed circuit television surveillance and advance the overall security at San Francisco International Airport.	Regular	11/04/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (File No. 0100-04-6) - Action Item

September 20, 2004:	Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.
October 18, 2004:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
December 6, 2004:	Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
Recommendation:	Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (File No. 0363-04-5/0365-04-5) – Action Item

December 6, 2004:	Special condition to remain on requisition #P20428 until the Commission hears the matter on February 22, 2005.
February 25, 2005:	Postpone to the meeting of March 7, 2005 at the request of the Department of Human Resources.
Recommendation:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Richard Nyhagen.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) General Update on the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(9) Preliminary Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409.1. (File No. 0131-05-1) – Action Item

Recommendation: Open for discussion.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 7, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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MAR 10 2005
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PUBLIC LIBRARY

CALL TO ORDER

2:22 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Joseph Engler spoke regarding his not getting a hearing date and submitted materials for each Commissioner.

APPROVAL OF MINUTES

Special Meeting of February 25, 2005 – 11:00 a.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of February 25, 2005

Action: Approve. (Vote of 5 to 0)

0130-05-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-04/05	Administrative Services	$55,688	Will provide day laborers: increase access to employment and vital social services, educational opportunities, promote positive working relationships between employers and prospective employers, act as liaison to address community tensions.	Regular	06/30/05
4071-04/05	Children, Youth & Families	$610,775	Will produce and distribute unitized meals to children and youth enrolled in the 2005 Mayor's Summer Food Service Program.	Regular	08/19/05
4072-04/05	Arts Commission	$60,000	Will design, fabricate and install an artwork in the renovated Potrero Branch Library as part of the Branch Library Improvement Program.	Regular	12/31/08
4073-04/05	Arts Commission	$600,000	Will design, fabricate, and install new works of art in conjunction with the Recreation and Park Department's capital improvement program for parks and facilities throughout the City.	Regular	12/31/10
4074-04/05	Arts Commission	$100,000	Will develop a comprehensive plan containing long-range goals, guidelines, budgets and project recommendations for commissioning over $5.5 million in public art on PUC properties as mandated by the City's Art Enrichment Ordinance.	Regular	12/31/06
4075-04/05	Airport Commission	$518,266	Will develop and test automated video surveillance technologies to improve the accuracy of closed circuit television surveillance and advance the overall security at San Francisco International Airport.	Regular	11/04/05

Speakers: Dang T. Pham, Immigrant Rights Commission spoke on PSC #4070-04/05.
Artina Lim and Anna Rainey, Department of Children, Youth & Families spoke on PSC #4071-04/05.
Nina Dunbar, Arts Commission spoke on PSC #4074-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0100-04-6 Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (Item No. 6)

September 20, 2004: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

October 18, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

0100-04-6 (continued)

December 6, 2004:	Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
Speakers:	None.
Action:	Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)

0363-04-5 **Appeal by Richard Nyhagen of the Human Resources Director's decision to place a Special Condition of Spanish language on requisition #P20428, a Class 2920 Medical Social Worker position in the TB Clinic at the Department of Public Health. (Item No. 7)**

December 6, 2004:	Special condition to remain on requisition #P20428 until the Commission hears the matter on February 22, 2005.
February 25, 2005:	Postpone to the meeting of March 7, 2005 at the request of the Department of Human Resources.
Speakers:	Elizabeth Jacobi, Department of Human Resources Dr. Masae Kawamura, Department of Public Health Richard Nyhagen, Appellant
Action:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Richard Nyhagen. (Vote of 3 to 2; President Linda Richardson and Commissioner Morgan Gorrono dissent.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues. (Item No. 8)

Speakers:	Philip Ginsburg, Human Resources Director
Discussion:	Mr. Ginsburg introduced and acknowledged Bruce Topp as Director, Client Services, assigned to provide services to departments on human resource issues.

Mr. Ginsburg announced that as of March 1, 2005, the Department of Human Resources in partnership with the Retirement System and Health Services System has implemented One Stop Processing of new employees. Every phase of appointment processing for new employees, including employee orientation to City service is completed at the Department of Human Resources.

He also announced that the Department of Human Resources EEO Unit, in partnership with the City Attorney's office begins several months of mandatory Sexual Harassment Training for supervisors on March 8, 2005. Under a new State Law, all employees with supervisory responsibility are required to undergo training.

Labor negotiations of ten open labor contracts will get underway.

Mr. Ginsburg further stated that under the leadership of Bruce Topp, a new way of communicating with departments for Oral Authorizations for provisional appointments will be implemented. This requires departments to provide the Department of Human Resources with a more thorough assessment of information required to grant the Oral Authorization for provisional appointments in a way that is designed to be more efficient for the department and for the Department of Human Resources.

On-going discussions continue regarding civil service reform. The Department of Human Resources website is constantly being updated to inform all concerned parties what the core values of the personnel system should be, what we do well, and some ideas of doing things differently. There is an online survey where viewers can fill out their thoughts as well as PowerPoint presentations that show some of the things the Department of Human Resources has been doing over the last few months.

Mr. Ginsburg stated that he appreciates the Commission's willingness to have a hearing on the topic. There will also be a Board of Supervisors hearing and three employee town hall meetings to solicit input.

This is the beginning stages of the process and the department is very open to feedback and participation.

0131-05-1 Preliminary Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (Item No. 9)

Speakers: Anita Sanchez, Assistant Executive Officer, Civil Service Commission

Action: Accept report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Linda Richardson requested a report on the status of e-mail for the Commissioners at the next meeting and also shared an announcement regarding a ceremony at the San Francisco Conservatory of Music to be held on March 8, 2005 at 50 Oak Street from 3:00 to 4:00 p.m.

ADJOURNMENT

3:50 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

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MAR 18 2005
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03-13-05A10:24

March 21, 2005

1:30 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney-client privilege and hold closed session to confer with legal counsel on Existing Litigation pursuant to San Francisco Administrative Code Section 67.10(d)(1) and California Government Code Section 54956.9(a). (ACTION ITEM)

Vote on whether to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(d); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(d)(1); California Government Code Section 54956.9(a) San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025)

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Labor Negotiator: Philip Ginsburg, Human Resources Director
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 3/16/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.

MAR 25 2005

SAN FRANCISCO
PUBLIC LIBRARY

Minutes of Special Meeting – Closed Session

March 21, 2005
1:30 p.m.

I. The Special Meeting was called to order at 1:37 p.m.

Present: President Linda Richardson
Vice President Thomas Ng
Commissioner Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Frank Kelly, Secretary, Local 798, Fire Fighters, stated that Local 798 is looking forward to a quick resolution.

III. Vote on whether to assert the attorney-client privilege and hold closed session to confer with legal counsel on Existing Litigation pursuant to San Francisco Administrative Code Section 67.10(d)(1) and California Government Code Section 54956.9(a). (ACTION ITEM)

Vote on whether to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(d); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(d)(1); California Government Code Section 54956.9(a) San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, California Court of Appeal, First Appellate District, Division Five, Case No. A104822 (San Francisco Superior Court, No. CPF 03-503025)

Action: The Commission voted to assert attorney-client privilege and hold a closed session to confer with legal counsel on existing litigation. (Vote of 5 to 0)

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Labor Negotiator: Philip Ginsburg, Human Resources Director
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for Promotions

Action: The Commission voted to conduct a closed session to confer with Labor Negotiator. (Vote of 5 to 0)

Closed Session started at 1:40 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas Ng
Commissioner Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney
Molly Stump, Deputy City Attorney
Gloria Sheppard, Civil Service Commission

Closed Session ended at 2:17 p.m.

IV. Reconvened in open session at 2:17 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment.

2:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

21/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting

of

March 21, 2005

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MAR 18 2005
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03-18-05A10:25

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 21, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of February 18, 2005 – 10:00 a.m. Closed Session

Recommendation: Approve.

Special Meeting of March 7, 2005 – 1:30 p.m. Closed Session

Recommendation: Approve

Regular Meeting of March 7, 2005

Recommendation: Approve

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0144-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-04/05	Airport	$60,000	Will provide air passenger survey data regarding the quality of the Airport's facilities and services; conducted on several occasions during the year.	Regular	06/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request for an extension of the duration of the Q – 50 Sergeant Eligible List #P – 26. (File No. 0145-05-5) – Action Item

Recommendation: Adopt report. Approve the request to extend the duration of the Q – 50 Sergeant Eligible List by four (4) months with an expiration date of August 22, 2005.

(7) Request to extend qualified approval of PSC #2001-03/04 through 2007-03/04 to June 30, 2005 to continue to allow the department and employee organizations to discuss and resolve outstanding issues. (File No. 0869-04-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home of in those communities with historically highest rate of children in foster care.	Continuing	06/30/09

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2003-03/04	Human Services	$44,336,891	To serve as the employer of record for the In-Home Supportive Services Program, established a central registry provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
2004-03/04	Human Services	$20,519,260	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2005-03/04	Human Services	$45,505,760	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2006-03/04	Human Services	$4,411,784	Will provide services to identify, recruit, train and support Foster Parent Services, Independent Living Skills Services, and Adoption Services for the County.	Continuing	06/30/09
2007-03/04	Human Services	$29,455,678	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09

May 17, 2004: Adopt the Human Resources Director's report on PSC #2001-03/04 through 2007-03/04 with a qualified approval for a period not to exceed six (6) months. Notify the offices of the Controller and the Purchaser. The Commission directed the Department to report the results of its meetings with the affected unions.

Disclosure: Commissioner Becerril disclosed that she met with the employee organizations on whether civil service classes can perform the services.

December 6, 2004: Extend the qualified approval of PSC #2001-03/04 through 2007-03/04 to March 31, 2005 to allow department and employee organizations to resolve issues.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) General Update on the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(9) **Report on the status of the request for e-mail addresses for the Commissioners. (File No. 0147-05-1) – Discussion & Possible Action**

Recommendation: Open for discussion.

(10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
March 21, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:28 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of February 18, 2005 – 10:00 a.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Special Meeting of March 7, 2005 – 1:30 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of March 7, 2005

Action: Approve. (Vote of 5 to 0)

0144-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-04/05	Airport	$60,000	Will provide air passenger survey data regarding the quality of the Airport's facilities and services; conducted on several occasions during the year.	Regular	06/30/10

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0145-05-5 **Request for an extension of the duration of the Q – 50 Sergeant Eligible List #P – 26. (Item No. 6)**

Speakers: Julie Gonzalez, San Francisco Police Department
Gary Delagnes, President, Police Officers Association

Action: Adopt report. Approve the request to extend the duration of the Q – 50 Sergeant Eligible List by four (4) months with an expiration date of close of business August 22, 2005. (Vote of 5 to 0)

0869-04-8 **Request to extend qualified approval of PSC #2001-03/04 through 2007-03/04 to June 30, 2005 to continue to allow the department and employee organizations to discuss and resolve outstanding issues. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-03/04	Human Services	$7,804,568	Will provide outreach; counseling; employment assessment; vocational training; work readiness; referral and placement services; and job retention support in CalWORKs and PAES and other low-income individuals seeking employment.	Continuing	06/30/09
2002-03/04	Human Services	$8,659,969	Will provide case management and related family support services to County residents in the home of in those communities with historically highest rate of children in foster care.	Continuing	06/30/09
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May 17, 2004: Adopt the Human Resources Director's report on PSC #2001-03/04 through 2007-03/04 with a qualified approval for a period not to exceed six (6) months. Notify the offices of the Controller and the Purchaser. The Commission directed the Department to report the results of its meetings with the affected unions.

Disclosure: Commissioner Becerril disclosed that she met with the employee organizations on whether civil service classes can perform the services.

December 6, 2004: Extend the qualified approval of PSC #2001-03/04 through 2007-03/04 to March 31, 2005 to allow department and employee organizations to resolve issues.

Speakers: Dave Curto, Department of Human Services

Action: Extend the qualified approval of PSC #2001-03/04 through 2007-03/04 to June 30, 2005 to allow department and employee organizations to resolve issues. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Speakers: Ted Yamasaki, Department of Human Resources

Discussion: No major updates to report and the Commissioners had no questions.

EXECUTIVE OFFICER'S REPORT

0147-05-1 **Report on the status of the request for e-mail addresses for the Commissioners. (Item No. 9)**

Speakers: Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney

Action: The Commissioners discussed the public's access to Commissioners, the cost for each e-mail account per month and the technical issues allowing for dialing in to the account; the legal issues, and; the survey of other Commissions.

Paul Zarefsky, Deputy City Attorney, pointed out that there is no prohibition but there are legal concerns with City e-mail accounts. Such accounts should be used for Commission business only; and in a manner that avoids ex-parte communications in quasi-adjudicative cases; complies with public review file requirements, and avoids seriatim meetings.

No directions were given to the Executive Officer for follow-up.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:03 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

March 21, 2005

4:00 p.m.

Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

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GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

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COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. <u>Draft Final Finding of Fact Report</u>: Inspection Service – Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder since January 8, 2003 (File 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

OPTIONS AVAILABLE TO THE CIVIL SERVICE COMMISSION:

The Commission may address the full range of issues raised in the Draft Final Finding of Fact Report and what further steps, if any, to take pertaining to the Inspection Service inquiry into the personnel practices of the Assessor's Office. Among other things, the Commission may adopt the Draft Final Finding of Fact Report; may provide direction on options for the Commission's consideration; may provide direction on any additional information it deems necessary for the investigation and/or follow-up; and may provide other instructions pertaining to this matter.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 3/11/05

September 20, 2004:

Disclosure: Vice President Thomas T. Ng disclosed that he is a friend of the Assessor and has worked on her campaign for Supervisor and Assessor.

Speakers: Joselito Laudencia, IFPTE Local 21
Diane Cirrincione, current Assessor's Office employee
Criss Romero, IFPTE Local 21
Carmelita Harris, SEIU Local 790 Shop Steward

Action: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specification for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder's office or employees of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

4. The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

October 18, 2004:

Disclosure: Commissioner Alicia Becerril disclosed that she served with Mabel Teng on the Board of Supervisors in 1998 and that Mabel Teng also supported her in her run for office. Commissioner Becerril indicated she can deliberate this matter in a fair and objective manner. After consultation with the Office of the City Attorney, there is no basis for recusal.

Speakers: Joselito Laudencia, IFPTE Local 21 stated that 19 employees where laid off and none worked on Mabel Teng's campaign. Nineteen new employees were hired and IFPTE Local 21 supports this investigation.
Lenida Reyes, former employee of the Office of the Assessor-Recorder submitted documentation in regards to her lay-off and thanked the Commission for the full investigation.
Faye Roe, SEIU Local 790 expressed her concerns about information on lay-offs.
Marsha Stroope, Department of Human Resources spoke in response to the amount of information received from the Department of Human Resources.
Donna Kotake, Deputy Assessor stated that the Office of the Assessor-Recorder has submitted approximately 70% of the information requested by the Commission.

Action:

1. The Commission voted to extend completion of its inquiry an additional 30 days. (Vote of 4 to 0)
2. The Commission voted to redact all names in the separations and terminations portion of the report for public viewing. (Vote of 4 to 0)

3. The Commission voted to invoke Charter Section 16.114 in addition to the Commission's authority specified in Charter Section 10.101, Paragraph 3 and 5 to conduct an investigation. (Vote of 4 to 0)
4. The deadline for submission of materials from the Office of the Assessor-Recorder and the Department of Human Resources is November 1, 2004 for the Special Meeting of November 12, 2004 at 9:00 a.m. in Room 408, City Hall. (Vote of 4 to 0)

Speakers:

1) Mabel Teng, Assessor – addressed the Civil Service Commission on voters mandate for change, outlined changes made in office operations resulting in increase revenues, if mistakes were made, they were rookie mistakes
2) Espanola Jackson – resident of the Bayview Hunters Point, number 1 supporter of Mabel Teng, no politics involved in hiring, this is a witch hunt
3) John Lewis – when married at City Hall he felt like an equal citizen, salutes Mabel Teng
4) Stuart Gaffney – action of Mabel Teng made him feel part of government, Mabel Teng is a civil rights leader, and read a letter from Isabel Wade in support of Mabel Teng
5) Irene Lee – realtor, homeowner, property investor who deals with the Office of the Assessor, before she was frustrated because deeds were not recorded on time, now she's seen some improvement
6) Kristina Chew – with Richard Ow interpreting expressed support of Mabel Teng
7) Kelvin Pong – with Richard Ow interpreting expressed support of Mabel Teng
8) Dr. Cesar Chrchwell – expressed support of Mabel Teng

9) Sherman Tang – inquiry is politically motivated, and read a letter from Eric Mar, Commissioner, Board of Education, public inquiry a politically motivated with hunt, questioned Civil Service Commission jurisdiction
10) Eric Chang – read a letter from the Executive Director of Chinese for Affirmative Action, Brian Cheu
11) Sally Large – child care provider, supports Mabel Teng, the Office of the Assessor has improved
12) Linda Asato – these issued are distracting and are delaying revenue generation
13) Michael Costa – has seen change, bills are coming on time and also read a letter from Thom Lynch, SF LGBT Community Center
14) Dale Butler – $26 million tax revenue collected for City & County, Committee on Jobs, has seen positive changes
15) Susan Freundlick, Women's Foundation – supports Mabel Teng
16) Megan Coffey – rectified unfairness with same-sex marriage Mabel Teng, a champion of fairness
17) Jeanne Fong – API gay/lesbian community supporting Mabel Teng; asked Commission to join in support of Mabel Teng
18) Jennifer Lin – supports Mabel Teng, free ride is over, read letter from Dennis Kelly, President of the United Educators of San Francisco in support of Mabel Teng
19) Gary Chen – supports Mabel Teng from CAPA
20) Eunice Azzani – supports Mabel Teng
21) Norman Fong – supporter of Mabel Teng; Civil Service Commission do its mission – conduct fair and impartial investigation
22) Victor Hwang – President of Asian Bar Association, requests a fair due process rights; City Attorney chosen not to defend Mabel Teng

23) Mari Matsumoto – Nikomachi Little Friends Preschool support Office of the Assessor to do its work
24) Molly McKay – supports Mabel Teng
25) Minna Tao – highly skilled staff afraid to come forward
26) Joselito Laudencia, IFPTE Local 21 – commend office and Mabel Teng, but is speaking on behalf of Local 21 members – 19 employees were laid off, the morale is low now, they are afraid of speaking out and changing 2 classifications to hire in campaign workers
27) Francisco DaCosta – Director, Environmental Justice Advocacy; hear the facts; adjudicate based on facts; better off today that it was before
28) Richard Ow – former Postal employee buck stops at the Commission – open mind to hear grievance - efficiency

Action: Approve with amendments the Proposed Organization of the Draft Final Finding of Fact Report requesting information from the Department of Human Resources; specifically an analysis of layoff back from 2003, hiring that occurred following layoff of employees for lack of funds and any information on guidance and direction the Department of Human Resources provided to the Office of the Assessor-Recorder. (Vote of 5 to 0)

IV. Vote on whether to hold closed session on a Personnel Matter pursuant to California Government Code Section 54357(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1. (ACTION ITEM)

This agenda item relates to Agenda Item III. If, in the course of the Commission's consideration of Agenda Item III, there is discussion of specific employees which may be held in closed session for reasons of privacy, the Commission may exercise its power to go into closed session for that purpose

V. Closed session pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.

A) PERSONNEL MATTER
Employees Affected: Present and Former Employees in the Office of the Assessor/Recorder from January 8, 2003 to the Present. (DISCUSSION/POSSIBLE ACTION ITEM)

VI. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

VII. Adjournment.

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Amended

March 21, 2005

4:00 p.m.

Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

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03-13-05A11:26 RCVD

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. <u>Draft Final Finding of Fact Report</u>: Inspection Service – Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder since January 8, 2003 (File 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

OPTIONS AVAILABLE TO THE CIVIL SERVICE COMMISSION:

The Commission may address the full range of issues raised in the Draft Final Finding of Fact Report and what further steps, if any, to take pertaining to the Inspection Service inquiry into the personnel practices of the Assessor's Office. Among other things, the Commission may adopt the Draft Final Finding of Fact Report; may provide direction on options for the Commission's consideration; may provide direction on any additional information it deems necessary for the investigation and/or follow-up; ***may decide whether to maintain the confidentiality of data identifying employees separated from the Assessor's Office;*** and may provide other instructions pertaining to this matter.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 3/11/05

September 20, 2004:

Disclosure: Vice President Thomas T. Ng disclosed that he is a friend of the Assessor and has worked on her campaign for Supervisor and Assessor.

Speakers: Joselito Laudencia, IFPTE Local 21
Diane Cirrincione, current Assessor's Office employee
Criss Romero, IFPTE Local 21
Carmelita Harris, SEIU Local 790 Shop Steward

Action: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specification for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder's office or employees of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

4. The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

October 18, 2004:

Disclosure: Commissioner Alicia Becerril disclosed that she served with Mabel Teng on the Board of Supervisors in 1998 and that Mabel Teng also supported her in her run for office. Commissioner Becerril indicated she can deliberate this matter in a fair and objective manner. After consultation with the Office of the City Attorney, there is no basis for recusal.

Speakers: Joselito Laudencia, IFPTE Local 21 stated that 19 employees where laid off and none worked on Mabel Teng's campaign. Nineteen new employees were hired and IFPTE Local 21 supports this investigation.
Lenida Reyes, former employee of the Office of the Assessor-Recorder submitted documentation in regards to her lay-off and thanked the Commission for the full investigation.
Faye Roe, SEIU Local 790 expressed her concerns about information on lay-offs.
Marsha Stroope, Department of Human Resources spoke in response to the amount of information received from the Department of Human Resources.
Donna Kotake, Deputy Assessor stated that the Office of the Assessor-Recorder has submitted approximately 70% of the information requested by the Commission.

Action:

1. The Commission voted to extend completion of its inquiry an additional 30 days. (Vote of 4 to 0)
2. The Commission voted to redact all names in the separations and terminations portion of the report for public viewing. (Vote of 4 to 0)

3. The Commission voted to invoke Charter Section 16.114 in addition to the Commission's authority specified in Charter Section 10.101, Paragraph 3 and 5 to conduct an investigation. (Vote of 4 to 0)
4. The deadline for submission of materials from the Office of the Assessor-Recorder and the Department of Human Resources is November 1, 2004 for the Special Meeting of November 12, 2004 at 9:00 a.m. in Room 408, City Hall. (Vote of 4 to 0)

November 12, 2004:

Speakers:

1) Mabel Teng, Assessor – addressed the Civil Service Commission on voters mandate for change, outlined changes made in office operations resulting in increase revenues, if mistakes were made, they were rookie mistakes
2) Espanola Jackson – resident of the Bayview Hunters Point, number 1 supporter of Mabel Teng, no politics involved in hiring, this is a witch hunt
3) John Lewis – when married at City Hall he felt like an equal citizen, salutes Mabel Teng
4) Stuart Gaffney – action of Mabel Teng made him feel part of government, Mabel Teng is a civil rights leader, and read a letter from Isabel Wade in support of Mabel Teng
5) Irene Lee – realtor, homeowner, property investor who deals with the Office of the Assessor, before she was frustrated because deeds were not recorded on time, now she's seen some improvement
6) Kristina Chew – with Richard Ow interpreting expressed support of Mabel Teng
7) Kelvin Pong – with Richard Ow interpreting expressed support of Mabel Teng
8) Dr. Cesar Chrchwell – expressed support of Mabel Teng

9) Sherman Tang – inquiry is politically motivated, and read a letter from Eric Mar, Commissioner, Board of Education, public inquiry a politically motivated with hunt, questioned Civil Service Commission jurisdiction
10) Eric Chang – read a letter from the Executive Director of Chinese for Affirmative Action, Brian Cheu
11) Sally Large – child care provider, supports Mabel Teng, the Office of the Assessor has improved
12) Linda Asato – these issued are distracting and are delaying revenue generation
13) Michael Costa – has seen change, bills are coming on time and also read a letter from Thom Lynch, SF LGBT Community Center
14) Dale Butler – $26 million tax revenue collected for City & County, Committee on Jobs, has seen positive changes
15) Susan Freundlick, Women's Foundation – supports Mabel Teng
16) Megan Coffey – rectified unfairness with same-sex marriage Mabel Teng, a champion of fairness
17) Jeanne Fong – API gay/lesbian community supporting Mabel Teng; asked Commission to join in support of Mabel Teng
18) Jennifer Lin – supports Mabel Teng, free ride is over, read letter from Dennis Kelly, President of the United Educators of San Francisco in support of Mabel Teng
19) Gary Chen – supports Mabel Teng from CAPA
20) Eunice Azzani – supports Mabel Teng
21) Norman Fong – supporter of Mabel Teng; Civil Service Commission do its mission – conduct fair and impartial investigation
22) Victor Hwang – President of Asian Bar Association, requests a fair due process rights; City Attorney chosen not to defend Mabel Teng

23) Mari Matsumoto – Nikomachi Little Friends Preschool support Office of the Assessor to do its work
24) Molly McKay – supports Mabel Teng
25) Minna Tao – highly skilled staff afraid to come forward
26) Joselito Laudencia, IFPTE Local 21 – commend office and Mabel Teng, but is speaking on behalf of Local 21 members – 19 employees were laid off, the morale is low now, they are afraid of speaking out and changing 2 classifications to hire in campaign workers
27) Francisco DaCosta – Director, Environmental Justice Advocacy; hear the facts; adjudicate based on facts; better off today that it was before
28) Richard Ow – former Postal employee buck stops at the Commission – open mind to hear grievance - efficiency

Action: Approve with amendments the Proposed Organization of the Draft Final Finding of Fact Report requesting information from the Department of Human Resources; specifically an analysis of layoff back from 2003, hiring that occurred following layoff of employees for lack of funds and any information on guidance and direction the Department of Human Resources provided to the Office of the Assessor-Recorder. (Vote of 5 to 0)

IV. Vote on whether to hold closed session on a Personnel Matter pursuant to California Government Code Section 54357(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1. (ACTION ITEM)

This agenda item relates to Agenda Item III. If, in the course of the Commission's consideration of Agenda Item III, there is discussion of specific employees which may be held in closed session for reasons of privacy, the Commission may exercise its power to go into closed session for that purpose.

V. Closed session pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.

A) PERSONNEL MATTER
Employees Affected: Present and Former Employees in the Office of the Assessor/Recorder from January 8, 2003 to the Present. (DISCUSSION/POSSIBLE ACTION ITEM)

VI. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

VII. Adjournment.

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For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
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ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, March 21, 2005
4:00 p.m.

I. The Special Meeting was called to order at 4:05 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

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President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

The Civil Service Commission heard public comment after the presentation of the Draft Final Finding of Fact Report: Inspection Service-Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder. Public comment is summarized in Item III.

III. Draft Final Finding of Fact Report: Inspection Service – Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder since January 8, 2003 (File 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

Options available to the Civil Service Commission:

The Commission may address the full range of issues raised in the Draft Final Finding of Fact Report and what further steps, if any, to take pertaining to the Inspection Service inquiry into the personnel practices of the Assessor's Office. Among other things, the Commission may adopt the Draft Final Finding of Fact Report; may provide direction on any additional information it deems

necessary for the investigation and/or follow-up; may decide whether to maintain the confidentiality of data identifying employees separated from the Assessor's Office; and may provide other instructions pertaining to this matter.

Speakers: 1. Donna Kotake, Deputy Assessor – addressed the issue of Temporary Exempt positions - the employees who did not meet the minimum qualification have been separated; at this time no relatives of the Assessor or her spouse are working in the department; in the last several months the Assessor's Office has worked closely with the Department of Human Resources and also has assigned a Sr. Personnel Analyst to work closely with the Assessor Office on a day-to-day basis and it has been extremely helpful; another government body, the State Board of Equalization audit found that both organizations are performing properly; mistakes were made but have been corrected

2. Joselito Laudencia, IFPTE Local 21 gave a presentation responding to the Draft Final Finding of Fact Report of the Assessor-Recorder's Office outlining whether layoffs were the results of lack of funds; were appointments and layoffs politically motivated, did irregular hiring practices result in unqualified individual entering city employee; is the classification system subverted when new hires perform duties that are more than mere out of class assignments. He requested the Civil Service Commission continue its investigation and to hear testimony.

3. Fay Roe, SEIU Local 790 – congratulated Local 21, supports to continue the investigation

4. Carmelita Harris, SEIU Shop Steward at the Assessor – supports the CSC to continue with investigation – wants us to proceed

5. Lenida Reyes, to deliver statement from Diane Cirrincione – laid off as 8108 says Assessor destroyed her career to hire relatives and supporters

6. LaWanna Preston, Staff Director, SEIU Local 790 – the City has procedures in place like progressive discipline when needed – no need to layoff employees to release them
7. Criss Romero, IFPTE Local 21 – commented that when Mabel Teng was a member of the Board of Supervisors she was aware of the process; this has been devastating to employees involved; and encouraged the CSC to continue with investigation
8. Ernestine Weiss, member of the public, spoke on her concern about corruption; wants justice and urged the Commission to continue its investigation
9. Mike Forsyth, researcher – not enough qualified clerks helping the public at the Recorder's office
10. Maria Guillén, SEIU Local 790 – Union works with Civil Service Commission to protect employees rights; irony is that Mabel Teng is going after downtown and downtown is coming after the Union and city employees
11. John Lewis, supports Mabel Teng – doing an excellent job and providing excellent leadership
12. Eunice Azzani – change is difficult, Mabel elected to make change – a complicated system take time to understand – Commend hard work of Commission
13. Frank Martin Del Campo, SEIU Local 790 – issues had to be raised at Board of Supervisors hearing but not addressed – commends the CSC for addressing the question

Action: The Commission acted to hear testimony from current and former employees of the Office of the Assessor/Recorder and directed the Executive Officer:

1. to send letters to Department Heads to detail the employees to appear before the Civil Service Commission, specifically: all permanent civil employees who had been laid off from the Office of the Assessor/Recorder between June 2003 through September 2004 by reason of lack of

funds;

2. with respect to any such laid off employee who is no longer employed by the City & County of San Francisco that a letter be sent to his/her last known address to appear before the Civil Service Commission;
3. to send letter to Department Head(s) to detail Arsenio Belenson, Hermilio Rodis and Lori Debbs to appear before the Civil Service Commission;
4. to send letters to Department Heads of all current employees who had contributed to or who were paid expenses by the Assessor campaign with the exception of permanent exempt employees to detail employees to appear before the Civil Service Commission;
5. with respect to any employee who is no longer employed by the City & County of San Francisco who had contributed to or who were paid expenses by the Assessor campaign with the exception of permanent exempt employees that a letter be sent to his/her last known address to appear before the Civil Service Commission
6. to send a letter to Fred Perez, Li Hsuan Chou and Ron Tacorda at their last known address to appear before the Civil Service Commission. (Vote of 3 to 0)

Gave general direction to the Executive Officer to:

1) to include in the letter to department heads a statement specifying that no act of retaliation occur against any employee who appears before the Civil Service Commission to testify and a statement affirming the Charter requirement that all departments cooperate with the Commission in making its investigations;
2) provide an analysis of the Local 21 submission;
3) obtain payroll records of provisional employees where there are variations on the Oral Authorization approval date, start date, and

appointment date;

4) provide an analysis of hiring in the same class where layoffs occurred; and,
5) schedule the next meeting for hearing on the inspection service request and hearing of testimony on April 18, 2005 at 3:00 p.m.

IV. Adjournment

6:51 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Monday, April 4, 2005

1:30 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda. Session

III. Vote on whether to hold a closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6.

Commission Negotiator: Philip Ginsburg,
Human Resources Director
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotion

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussion held in closed session (San Francisco Administrative Code Section 67.12(a).) (ACTION ITEM)

V. Adjournment.

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Posted 3/29/05

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San Francisco Lobbyist Ordinance

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Minutes of Special Meeting – Closed Session

Monday, April 04, 2005
1:30 p.m.

I. The Special Meeting was called to order at 1:44 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril

Not Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold a closed session to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10 (e); California Government Code Section 54957.6. (ACTION ITEM)

CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 56957.6.

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

Closed Session started at 1:47 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Kate Favetti, Executive Officer, CSC
Philip Ginsburg, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

Closed session ended at 2:04 p.m.

IV. Reconvened in open session 2:04 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

2:04 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Regular Meeting

of

April 4, 2005

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

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GAVIN NEWSOM
MAYOR

/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 4, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 21, 2005 – 1:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of March 21, 2005

Recommendation: Approve

Special Meeting of March 21, 2005 – 4:00 p.m. Open Session

Recommendation: Approve

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0174-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-04/05	Public Utilities Commission (Water)	$300,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater, natural resources and such other areas as may be directed.	Regular	06/30/07
4078-04/05	Public Utilities Commission	$3,235,100	Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/06
4079-04/05	Public Utilities Commission	$3,720,758	Will provide architect-engineer design and consulting services to prepare preliminary power plant designs to support permitting of LM6000 gas turbine power projects and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/08
4080-04/05	Public Utilities Commission (Water)	$996,804	Will provide extended warranty to repair/replace hardware and periodic upgrade software for proprietary wastewater treatment plant's equipment; on-line support, remote diagnostics of system's performance, quarterly reports, and 24 hours response time.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works. (File No. 0008-05-4) – Action Item

Recommendation: Deny the appeal by Edgar A. Lopez of the rejection of his application for Bureau Manager (Job Code 5125).

(7) Review of request for approval of proposed personal services contracts. (File No. 0175-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-04/05	Human Rights Commission	$2,406,764	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Continu-ing	07/01/06

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (File No. 0100-04-6) - Action Item

September 20, 2004: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

October 18, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

December 6, 2004: Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

March 7, 2005: Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted.

Recommendation of the Human Resources Director: Sustain the decision of the Human Resources Director. Deny the appeal by Deborah Wright.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) General Update on the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(10) **Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (File No. 0131-05-1) – Action Item**

March 7, 2005: Accept report.

Recommendation: Open for discussion.

(11) **Report from the Executive Officer on the status of the Fiscal Year 2004-05 Budget Projections on Professional Services. (File No. 0178-05-1) – Action Item**

Recommendation: Open for discussion.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

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CITY AND COUNTY OF SAN FRANCISCO

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EXECUTIVE OFFICER

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MINUTES

Regular Meeting
April 4, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Not Present
Commissioner Morgan R. Gorrono	Not Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

- Joselito Laudencia, IFPTE Local 21 commented on the Minutes of the Special Meeting of March 21, 2005 at 4:00p.m., specifically, action #4 requiring "all campaign contributors and those that were paid expenses" to appear before the Commission. He stated it was his understanding that only those who got appointments from that group were supposed to appear.
- Edgar Lopez requested a continuance on Item #6 to the meeting of May 2, 2005.
- Jerry Cimmet requested a continuance on Item #8 to the meeting of May 16, 2005.

APPROVAL OF MINUTES

Special Meeting of March 21, 2005 – 1:30 p.m. Closed Session

Action: Approve. (Vote of 3 to 0)

Regular Meeting of March 21, 2005

Action: Approve. (Vote of 3 to 0)

Special Meeting of March 21, 2005 – 4:00 p.m. Open Session

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

A Special Meeting on Civil Service Reform will be held on Tuesday, April 12, 2005 at 9:00 a.m. in Room 416, City Hall, 1 Dr. Carlton B. Goodlett Place.

A Special Meeting regarding the Inspection Service of the Office of the Assessor/Recorder will be held on Monday, April 18, 2005 at 3:00 p.m. in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place.

0174-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-04/05	Public Utilities Commission (Water)	$300,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater, natural resources and such other areas as may be directed.	Regular	06/30/07
4078-04/05	Public Utilities Commission	$3,235,100	Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/06
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Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0008-05-4 **Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works. (Item No. 6)**

Speakers: Edgar Lopez, Appellant

Action: Postpone to the meeting of May 2, 2005 at the request of Edgar Lopez. (Vote of 3 to 0)

0175-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-04/05	Human Rights Commission	$2,406,764	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Continu-ing	07/01/06

Speakers: Zula Jones, Human Rights Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0100-04-6 **Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (Item No. 8)**

September 20, 2004: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

October 18, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

December 6, 2004: Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

March 7, 2005: Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted.

Speakers: Jerry Cimmet, Attorney
Elizabeth Jacobi, Department of Human Resources

Action: Postpone to the meeting of May 16, 2005 at the request of Jerry Cimmet. Mr. Cimmet indicated that if he cannot attend, he will have a colleague present for the hearing. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

No major updates to report and the Commissioners had no questions.

EXECUTIVE OFFICER'S REPORT

0131-05-1 **Progress Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (Item No. 10)**

March 7, 2005: Accept the report.

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Accept the report. (Vote of 3 to 0)

0178-05-1 **Report from the Executive Officer on the status of the Fiscal Year 2004-05 Budget Projections on Professional Services. (Item No. 11)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

The Commissioners received an advance copy of the SPUR Report on Reforming the Department of Human Resources.

ADJOURNMENT

2:28 p.m.

Adjourned in memory of Dr. Boyd Stephens, Medical Examiner who passed away on April 2, 2005. Dr. Stephens retired from the City & County of San Francisco in 2004 after 32 years of distinguished service to the citizenry of San Francisco as well as other counties.

Adjourned in memory of Conrad Elliott Caines, who had the distinction of being the first African American Police Officer for the County of San Mateo County. He served for eighteen years and was known as "Officer Friendly" to those in the department and the community. He was also the father of former Civil Service Commission employee Dennis E. Caines,

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EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Tuesday, April 12, 2005

9:00 a.m.

City Hall – Room 416
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Reform and Improving the City's Human Resources System. (DISCUSSION AND POSSIBLE ACTION)

All aspects of the City's civil service/merit system and human resources systems are currently under active review. Discussion may occur on all matters related to these topics.

A) Presentation by Jonathan Walters, Staff Correspondent, Governing Magazine
B) Presentation by Philip Ginsburg, Human Resources Director
C) General Discussion and Public Comment

IV. Adjournment.

Please Note: Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.

Posted 4/6/05

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Notice of Commission Hearing Policies and Procedures

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Tuesday, April 12, 2005
9:00 a.m.

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I. The Special Meeting was called to order at 9:17 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper (Arrived at 9:18 a.m. during item III)
Commissioner Morgan R. Gorrono

Not Present: Commissioner Alicia Becerril

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

The Civil Service Commission heard public comment after item III.

III. Civil Service Reform and Improving the City's Human Resources System. (DISCUSSION AND POSSIBLE ACTION)

All aspects of the City's civil service/merit system and human resources systems are currently under active review. Discussion may occur on all matters related to these topics.

A: Presentation by Jonathan Walters, Staff Correspondent, Governing Magazine
B: Presentation by Philip Ginsburg, Human Resources Director
C: General Discussion and Public Comment

Speakers: 1. Jonathan Walters, Staff Correspondent, Governing Magazine – assess employee skills; all governments should have systems to hire people expeditiously – skilled people aren't going to wait around when private industry can make job offers on the spot; the system should have more incentive programs, promotions; government must maintain a transparent processes; patronage and favoritism does not have a place in the merit system.

2. Philip Ginsburg, Human Resources Director – explains "why now": issue is discussed every 10 years or so; but it is our responsibility to ensure system operates as efficiently as possible; our system has not kept up with challenge; Stakeholder Committees have provided different options like promotional opportunities; manage poor employees; encourage good employees; train managers to be better managers.
3. Denise Cannonier-Craig, Department of Human Resources – explained the hiring process.
4. Ted Yamasaki, Department of Human Resources – explained the layoff process.
5. Adam Vandewater, Legislative Analyst – explained best practices in other jurisdictions.

IV. Public comment on all matters appearing on the Special Meeting Agenda Session.

1. David Novogrodsky, Executive Director, IFPTE Local 21 – civil service reforms are very important; there are many things that need change and are not hard to do – went through previous reform effort and there are a lot of the same problems now; people are not but they should be coming to Civil Service Commission to propose change; Civil Service Commission does not have enough staff to carry out Charter mandate.
2. A. Lee Munson, Former Civil Service Commissioner – labor needs to feel that they are a part of the process; need to be careful to ensure change isn't dictated by groups with no real knowledge of process; if Civil Service Commission does not have the ability to enforce Rules then it does not work; same problems like in the past, departments didn't want to reduce classes because they want to protect jobs; would like to see the Civil Service Commission report regarding proposed reforms; does not support transferring Rule making authority to Human Resources Director; protect jurisdiction of the merit system.
3. Rosa Esquivel, City & County of San Francisco Employee – include labor in the discussions; don't transfer power from Civil Service Commission to Department of Human Resources
4. Pat Burns, Sr. Departmental Officer, DHS – Civil Service Reforms is not an attack on employees; Civil Service Commission Rules regarding "Leaves" need review as they cost the City money.

5. Criss Romero, IFPTE Local 21 – if employees could depend on the ethics of department heads we wouldn't need to rely on seniority so much; seniority is all they have right now; bumping driven seniority provide repercussions to ensure appropriate placement; nepotism is rampant and there is no mechanism to address it.
6. Kay Rodrigues, 3284 Recreation Director with City & County of San Francisco – soon to be laid off; stated that it is important to consider work performance in layoffs.
7. Rafael Centeno, Human Resources Director at San Francisco International Airport – needs the ability and flexibility to offer competitive salary for talented staff; most candidates who bumped into San Francisco International Airport were good, limited probationary periods are a problem when trying to evaluate performance; give decentralized units greater flexibility to perform recruitment and selection; and, need to revisit requirements on when departments are to appear before the Civil Service Commission on Personal Services Contracts.
8. Kevin Berry, Division Manager, Water Department – problem within the system; replication of effort; intricacies of current system are cumbersome; people learn how to circumvent the process to get things done; we should be providing efficient service for taxpayers dollars.

V. Adjournment

12:10 p.m.

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, April 18, 2005

1:30 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(d); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Labor Negotiator: Philip Ginsburg, Human Resources Director
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 4/12/05

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Notice of Commission Hearing Policies and Procedures

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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session
Monday, April 18, 2005

1:30 p.m.

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City Hall – Room 400
1 Dr. Carlton B. Goodlett Place

I. The Special Meeting was called to order at 1:43 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald Casper (arrived at 1:58 p.m.)
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(d); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Labor Negotiator: Philip Ginsburg, Human Resources Director
Organization: Fire Fighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:47 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas Ng
Commissioner Alicia Becerril
Commissioner Morgan Gorrono
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney
Yvette Gamble, Civil Service Commission
Gloria Sheppard, Civil Service Commission

Closed Session ended at 1:49 p.m. subject to reopening on Commissioner Casper's arrival.

IV. Reconvened in open session at 1:50 p.m.:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted to disclose any or all discussions held in closed session. (Vote of 4 to 0)

Commissioner Morgan R. Gorrono disclosed that he did not meet with Firefighters Union Local 798. However, Commissioner Casper may have met with them and would have a report on his arrival as stated in Item III.

V. Adjournment.

1:53 p.m.

VI. **Reconvened in Closed Session at 1:58 p.m. upon Commissioner Casper's arrival as stated in Item III with the following present:**

President Linda Richardson
Vice President Thomas Ng
Commissioner Alicia Becerril
Commissioner Donald Casper (missed Items I, II, III)
Commissioner Morgan Gorrono
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney
Yvette Gamble, Civil Service Commission
Gloria Sheppard, Civil Service Commission

Closed Session ended at 2:24 p.m.

Reconvened in Open Session at 2:24 p.m.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

VII. Adjournment

2:25 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

8/05

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DONALD A. CASPER
COMMISSIONER

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KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting

of

April 18, 2005

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 18, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of April 4, 2005 – 1:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of April 4, 2005

Recommendation: Approve

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0203-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1013-05/06	Recreation & Parks	$80,000	Will conduct band concerts throughout the City.	Annual	05/01/06
4083-04/05	Tele-communications & Information Services	$400,000	Will modernize the criminal case management.	Regular	12/31/05
4017-01/02	Port	Increase Amount $55,933 New Amount $130,933	Will prepare a Northern Waterfront Historic District nomination to the National Register of Historic Places.	Regular	03/01/06
4082-04/05	Port	Increase Amount $35,000 New Amount $85,000	Will determine availability of sufficient power capacity within existing/anticipated additions to the power grid; preparation of a cruise ship inventory to include types of propulsion, configuration of electrical systems, electrical load of ships.	Regular	11/30/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2005-2006. (File No. 0205-05-3) – Action Item

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2005.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0204-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4084-04/05	Controller	$750,000	Will provide systems operations support to run the City's financial and payroll systems on a smaller, more cost-effective mainframe emulation alternative platform to reduce the City's operating costs.	Regular	08/31/07

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) Determination of future employability: permanent civil service appointment of Mark Arzave, Automotive Mechanic (Job Code 7381) Municipal Transportation Agency. (File No. 0452-04-7) - Action Item

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
April 18, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:25 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

David Coleman, IFPTE Local 21 requested that PSC #4083-04/05 and 4084-04/05 be severed from the ratification agenda.

APPROVAL OF MINUTES

Special Meeting of April 4, 2005 – 1:30 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of April 4, 2005

Action: Approve. (Vote of 5 to 0)

0203-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1013-05/06	Recreation & Parks	$80,000	Will conduct band concerts throughout the City.	Annual	05/01/06
4083-04/05	Tele-communications & Information Services	$400,000	Will modernize the criminal case management.	Regular	12/31/05
4017-01/02	Port	Increase Amount $55,933 New Amount $130,933	Will prepare a Northern Waterfront Historic District nomination to the National Register of Historic Places.	Regular	03/01/06
4082-04/05	Port	Increase Amount $35,000 New Amount $85,000	Will determine availability of sufficient power capacity within existing/anticipated additions to the power grid; preparation of a cruise ship inventory to include types of propulsion, configuration of electrical systems, electrical load of ships.	Regular	11/30/05

Speakers: Walter A. Calcagno, Department of Telecommunications and Information Services and David Coleman, IFPTE Local 21 spoke on PSC #4083-04/05.

Kathy Mallegni and Mark Paez, Port Commission spoke on PSC #4017-01/02.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0205-05-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2005-2006. (Item No. 6)**

Speakers: None.

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2005. (Vote of 5 to 0)

0204-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4084-04/05	Controller	$750,000	Will provide systems operations support to run the City's financial and payroll systems on a smaller, more cost-effective mainframe emulation alternative platform to reduce the City's operating costs.	Regular	08/31/07

Speakers: Ed Harrington, Controller and David Coleman, IFPTE Local 21.

0204-05-8 (continued)

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0452-04-7 **Determination of future employability: permanent civil service appointment of Mark Arzave, Automotive Mechanic (Job Code 7381) Municipal Transportation Agency. (Item No. 8)**

Speakers: Parveen Boparai, Municipal Transportation Agency
Arthur Gonzalez, Auto Machinists Local 1414

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 5 to 0) Arthur Gonzalez, Local 1414 withdrew the appeal on behalf of Mr. Arzave.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Action: No major updates to report and the Commissioners had no questions.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

2:58 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

April 18, 2005

3:00 p.m.

Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

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GAVIN NEWSOM
MAYOR

8/05
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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. <u>Draft Final Finding of Fact Report</u>: Inspection Service – Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder since January 8, 2003 (File 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

Testimony of Current and Former Employees of the Office of the Assessor/Recorder

OPTIONS AVAILABLE TO THE CIVIL SERVICE COMMISSION:

The Commission may address the full range of issues raised in the Draft Final Finding of Fact Report and what further steps, if any, to take pertaining to the Inspection Service inquiry into the personnel practices of the Assessor's Office. Among other things, the Commission may adopt the Draft Final Finding of Fact Report; may provide direction on options for the Commission's consideration; may provide direction on any additional information it deems necessary for the investigation and/or follow-up; and may provide other instructions pertaining to this matter.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 4/12/05

September 20, 2004:

Disclosure: Vice President Thomas T. Ng disclosed that he is a friend of the Assessor and has worked on her campaign for Supervisor and Assessor.

Speakers: Joselito Laudencia, IFPTE Local 21
Diane Cirrincione, current Assessor's Office employee
Criss Romero, IFPTE Local 21
Carmelita Harris, SEIU Local 790 Shop Steward

Action: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specification for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder's office or employees of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

4. The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

October 18, 2004:

Disclosure: Commissioner Alicia Becerril disclosed that she served with Mabel Teng on the Board of Supervisors in 1998 and that Mabel Teng also supported her in her run for office. Commissioner Becerril indicated she can deliberate this matter in a fair and objective manner. After consultation with the Office of the City Attorney, there is no basis for recusal.

Speakers: Joselito Laudencia, IFPTE Local 21 stated that 19 employees where laid off and none worked on Mabel Teng's campaign. Nineteen new employees were hired and IFPTE Local 21 supports this investigation.
Lenida Reyes, former employee of the Office of the Assessor-Recorder submitted documentation in regards to her lay-off and thanked the Commission for the full investigation.
Faye Roe, SEIU Local 790 expressed her concerns about information on lay-offs.
Marsha Stroope, Department of Human Resources spoke in response to the amount of information received from the Department of Human Resources.
Donna Kotake, Deputy Assessor stated that the Office of the Assessor-Recorder has submitted approximately 70% of the information requested by the Commission.

Action:

1. The Commission voted to extend completion of its inquiry an additional 30 days. (Vote of 4 to 0)
2. The Commission voted to redact all names in the separations and terminations portion of the report for public viewing. (Vote of 4 to 0)

3. The Commission voted to invoke Charter Section 16.114 in addition to the Commission's authority specified in Charter Section 10.101, Paragraph 3 and 5 to conduct an investigation. (Vote of 4 to 0)
4. The deadline for submission of materials from the Office of the Assessor-Recorder and the Department of Human Resources is November 1, 2004 for the Special Meeting of November 12, 2004 at 9:00 a.m. in Room 408, City Hall. (Vote of 4 to 0)

November 12, 2004

Speakers:

1) Mabel Teng, Assessor – addressed the Civil Service Commission on voters mandate for change, outlined changes made in office operations resulting in increase revenues, if mistakes were made, they were rookie mistakes
2) Espanola Jackson – resident of the Bayview Hunters Point, number 1 supporter of Mabel Teng, no politics involved in hiring, this is a witch hunt
3) John Lewis – when married at City Hall he felt like an equal citizen, salutes Mabel Teng
4) Stuart Gaffney – action of Mabel Teng made him feel part of government, Mabel Teng is a civil rights leader, and read a letter from Isabel Wade in support of Mabel Teng
5) Irene Lee – realtor, homeowner, property investor who deals with the Office of the Assessor, before she was frustrated because deeds were not recorded on time, now she's seen some improvement
6) Kristina Chew – with Richard Ow interpreting expressed support of Mabel Teng
7) Kelvin Pong – with Richard Ow interpreting expressed support of Mabel Teng
8) Dr. Cesar Chrchwell – expressed support of Mabel Teng

9) Sherman Tang – inquiry is politically motivated, and read a letter from Eric Mar, Commissioner, Board of Education, public inquiry a politically motivated with hunt, questioned Civil Service Commission jurisdiction
10) Eric Chang – read a letter from the Executive Director of Chinese for Affirmative Action, Brian Cheu
11) Sally Large – child care provider, supports Mabel Teng, the Office of the Assessor has improved
12) Linda Asato – these issued are distracting and are delaying revenue generation
13) Michael Costa – has seen change, bills are coming on time and also read a letter from Thom Lynch, SF LGBT Community Center
14) Dale Butler – $26 million tax revenue collected for City & County, Committee on Jobs, has seen positive changes
15) Susan Freundlick, Women's Foundation – supports Mabel Teng
16) Megan Coffey – rectified unfairness with same-sex marriage Mabel Teng, a champion of fairness
17) Jeanne Fong – API gay/lesbian community supporting Mabel Teng; asked Commission to join in support of Mabel Teng
18) Jennifer Lin – supports Mabel Teng, free ride is over, read letter from Dennis Kelly, President of the United Educators of San Francisco in support of Mabel Teng
19) Gary Chen – supports Mabel Teng from CAPA
20) Eunice Azzani – supports Mabel Teng
21) Norman Fong – supporter of Mabel Teng; Civil Service Commission do its mission – conduct fair and impartial investigation
22) Victor Hwang – President of Asian Bar Association, requests a fair due process rights; City Attorney chosen not to defend Mabel Teng

23) Mari Matsumoto – Nikomachi Little Friends Preschool support Office of the Assessor to do its work
24) Molly McKay – supports Mabel Teng
25) Minna Tao – highly skilled staff afraid to come forward
26) Joselito Laudencia, IFPTE Local 21 – commend office and Mabel Teng, but is speaking on behalf of Local 21 members – 19 employees were laid off, the morale is low now, they are afraid of speaking out and changing 2 classifications to hire in campaign workers
27) Francisco DaCosta – Director, Environmental Justice Advocacy; hear the facts; adjudicate based on facts; better off today that it was before
28) Richard Ow – former Postal employee buck stops at the Commission – open mind to hear grievance - efficiency

Action: Approve with amendments the Proposed Organization of the Draft Final Finding of Fact Report requesting information from the Department of Human Resources; specifically an analysis of layoff back from 2003, hiring that occurred following layoff of employees for lack of funds and any information on guidance and direction the Department of Human Resources provided to the Office of the Assessor-Recorder. (Vote of 5 to 0)

March 21, 2005:

Speakers:

1. Donna Kotake, Deputy Assessor – addressed the issue of Temporary Exempt positions – the employees who did not meet the minimum qualifications have been separated; at this time no relatives of the Assessor or her spouse are working in the department; in the last several months the Assessor's Office has worked closely with the Department of Human Resources and also has assigned a Sr. Personnel Analyst to work

closely with the Assessor Office on a day-to-day basis and it has been extremely helpful; another government body, the State Board of Equalization audit found that both organizations are performing properly; mistakes were made but have been corrected

2. Joselito Laudencia, IFPTE Local 21 gave a presentation responding to the Draft Final Finding of Fact Report of the Assessor-Recorder's Office outlining whether layoffs were the results of lack of funds; were appointments and layoffs politically motivated, did irregular hiring practices result in unqualified individual entering city employee; is the classification system subverted when new hires perform duties that are more than mere out of class assignments. He requested the Civil Service Commission continue its investigation and to hear testimony.
3. Fay Roe, SEIU Local 790 – congratulated Local 21, supports to continue the investigation
4. Carmelita Harris, SEIU Shop Steward at the Assessor – supports the CSC to continue with investigation – wants us to proceed.
5. Lenida Reyes, to deliver statement from Diana Cirrincione – laid off as 8108 say Assessor destroyed her career to hire relatives and supporters.
6. LaWanna Preston, Staff Director, SEIU Local 790 – the City has procedures in place like progressive discipline when needed – no need to layoff employees to release them.
7. Criss Romero, IFPTE Local 21 – commented that when Mabel Teng was a member of the Board of Supervisors she was aware of the process; this has been devastating to employees involved; and encouraged the CSC to continue with investigation.
8. Ernestine Weiss, member of the public, spoke on

her concern about corruption; wants justice and urged the Commission to continue its investigation

9. mike Forsyth, researcher – not enough qualified clerks helping the public at the Recorder's office
10. Maria Guillén, SEIU Local 790 – Union works with Civil Service Commission to protect employees rights; irony is that Mabel Teng is going after downtown and downtown is coming after the Union and city employees.
11. John Lewis, supports Mabel Teng – doing an excellent job and providing excellent leadership.
12. Eunice Azzani – change is difficult, Mabel elected to make change – a complicated system take time to understand – Commend hard work of Commission.

Frank Martin Del Campo, SEIU Local 790 – issues had to be raised at Board of Supervisors hearing but not addressed – commends the CSC for addressing the question.

Action: The Commission acted to hear testimony from current and former employees of the Office of the Assessor/Recorder and directed the Executive Officer:

1. to send letters to Department Heads to detail the employees to appear before the Civil Service Commission, specifically: all permanent civil employees who had been laid off from the Office of the Assessor/Recorder between June 2003 through September 2004 by reason of lack of funds;
2. with respect to any such laid off employee who is no longer employed by the City & County of San Francisco that a letter be sent to his/her last known address to appear before the Civil Service Commission;
3. to send a letter to Department Head(s) to detail Arsenio Belenson, Hermilo Rodis and Lori Debbs

to appear before the Civil Service Commission;

4. to send letters to Department Heads of all current employees how had contributed to or who were paid expenses by the Assessor campaign with the exception of permanent exempt employees to detail employees to appear before the Civil Service Commission;
5. with respect to any employee who is no longer employed by the City & County of San Francisco who had contributed to or who were paid expenses by the Assessor campaign with the exception of permanent exempt employees that a letter be sent to his/her last known address to appear before the Civil Service Commission
6. to send a letter to Fred Perez, Li Hsuan Chou and Ron Tacorda at their last known address to appear before the Civil Service Commission.

(Vote of 3 to 0)

Gave general direction to the Executive Officer to:

1. to include in the letter to department heads a statement specifying that no act of retaliation occur against any employee who appears before the Civil Service Commission to testify and a statement affirming the Charter requirement that all departments cooperate with the Commission in making its investigations;
2. provide and analysis of the Local 21 submission;
3. obtain payroll records of provisional employees where there are variations on the Oral Authorization approval date, start date, and appointment date;
4. provide an analysis of hiring in the same class where layoffs occurred; and,
5. schedule the next meeting for hearing on the inspection service request and hearing of testimony on April 18, 2005 at 3:00 p.m.

IV. Vote on whether to hold closed session on a Personnel Matter pursuant to California Government Code Section 54357(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1. (ACTION ITEM)

This agenda item relates to Agenda Item III. If, in the course of the Commission's consideration of Agenda Item III, there is discussion of specific employees which may be held in closed session for reasons of privacy, the Commission may exercise its power to go into closed session for that purpose

V. Closed session pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.

A) PERSONNEL MATTER
Employees Affected: Present and Former Employees in the Office of the Assessor/Recorder from January 8, 2003 to the Present. (DISCUSSION/POSSIBLE ACTION ITEM)

VI. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

VII. Adjournment.

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written
report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's
representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

8/05
cial

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting
April 18, 2005

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3:00 p.m.
Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

I. The Special Meeting was called to order at 3:08 p.m.

Present: President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda R. Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session

Public comment taken after sworn testimony.

In her opening statement, President Linda R. Richardson stated that following the resignation of Assessor Mabel Teng, she received press and the public inquiries as to whether the Civil Service Commission meeting would be held as scheduled and whether Assessor Mabel Teng would be there. She issued a press release in response stating that the Civil Service Commission meeting will be held as planned on Monday, April 18, 2005 at 3:00 p.m. and also expressed in the press release her personal opinion (which she stated she has a right to do) that she hoped the Civil Service Commission would not require Assessor Teng to attend or testify at any future meetings pertaining to this matter. She further stated that the decision to hold this meeting was the Commission's decision.

Kate Favetti, Executive Officer stated that she was misquoted with regard to the reference that this was the lone action of one Commissioner. Ms. Favetti further stated that the press release that was issued was a personal opinion of Commissioner Richardson. Ms. Favetti stated that it was the action of the Civil Service Commission on March 21, 2005 to require testimony of a number of current and former employees. The Commission at that time did not take action to require that Mabel Teng appear.

III. TESTIMONY UNDER OATH:

What follows is a summary of sworn testimony and public comment heard by the Commission. The summary is not the official record of what was presented to the Commission. It is not a verbatim or comprehensive record of what was said to the Commission, does not purport to be complete and is not a substitute for the transcript or tape.

Dianne Cirrincione, Office of the Assessor-Recorder stated that she has Permanent Civil Service status in class 8108 Senior Legal Process Clerk, but was laid off for lack of funds from the Office of the Assessor-Recorder; bumped to Sheriff's Department and took a leave from Permanent Civil Service 8108 to accept a provisional 4202 Assessment Clerk at Office of the Assessor-Recorder; she is currently employed as a temporary exempt 4202 at Office of the Assessor-Recorder since she was advised that Provisional position was not available; explained the job functions of class 8108 and said she performs the same functions as a 4202; explained that the union assisted her in getting her current Temporary Exempt 4202 appointment; trained volunteers who were friends and supporters of Assessor Teng and then she was laid off although she was previously assured otherwise; current salary as a Temporary Exempt 4202 is $2.19 less hourly than Permanent Civil Service 8108; worked at the Office of the Assessor-Recorder since 1999, but has 25 years experience in the field. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Mabel G. Dang, San Francisco Police Department stated that she was laid off for lack of funds from class 1222 Payroll and Personnel Clerk position at Office of the Assessor-Recorder; currently employed as a 1222 at the Police Department; worked as a 1222 for 20 years, since 1984; explained 1222 job functions at the Office of the Assessor-Recorder; worked in administration at Office of the Assessor-Recorder and was the only person in class 1222; stated that Gwen Horn performs her old job functions although she is in class 4203 Senior Assessment Clerk. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Frank S. Wong, Treasurer-Tax Collector stated that he was formerly employed as a Permanent Civil Service 4226 Chief Auditor at Office of the Assessor-Recorder bumped an employee who subsequently retired and is currently employed as a 4226 at Treasurer-Tax Collector's Office; explained his job functions at Office of the Assessor-Recorder; worked at the Office of the Assessor-Recorder for 29 years and explained his employment history; his job functions are now performed by Minna Tao. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Adam Omar Eden, Child Support Services stated that he was laid off for lack of funds from the Office of the Assessor-Recorder as a 1426 Senior Clerk Typist; bumped to a vacant position at Child Support Services; worked at the Office of the Assessor-Recorder since 1992; explained job functions. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Victor M. Gonzalez, Department of Elections stated he was laid off for lack of funds from the Office of the Assessor-Recorder; bumped to Department of Human Services, but on leave from 1023 IS Administrator III to accept a Temporary Exempt 1054 IS Business Analyst - Principal at Elections Department; worked at the Office of the Assessor-Recorder beginning July 2000; 15 years experience in the IT world; worked for the City and County of San Francisco as a vendor and was subsequently hired; explained his field expertise; said there was no justification for lay off for lack of funds because his position was funded by the State; said he was second most senior, but was laid off because his position did not have a special condition; said the special condition that had been attached to his position had been removed after he called the union about a separate matter; explained the difference between the IS Administrator and IS Business Analyst series; said a portion of his former job function is being performed by the vendor now which never happened while he was there; explained his job functions; indicated that he was reading it from a job posting for a 1053 at the Office of the Assessor-Recorder and that this was work he performed as a 1023. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Li Hsuan Chou stated she is no longer employed by the City & County of San Francisco; she was formerly employed as a 4269 Chief Appraiser at the Office of the Assessor-Recorder; explained her employment history at the Office of the Assessor-Recorder; explained former 4269 job functions at the Office of the Assessor-Recorder; left the Office of the Assessor-Recorder because work environment was hostile; she stated that Richard Hillis met with her a couple hours after Assessor Teng was sworn in and advised her that the Assessor wanted her own team to run the office, her authority for computer systems was downgraded and she was removed from email. She also stated that for a while, she just sat at her desk and was given no assignments and that she filed an EEO complaint. She further stated that she accompanied former Assessor Ward to several campaign events at Assessor Ward's request because she was her boss; she did not volunteer to do it. She stated that she resigned and now her job function is being employed by Alex Tharayil. She worked at the Office of the Assessor-Recorder for 18 years. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Hugo A. Aparicio stated that he is currently on the holdover roster for 1070 IS Project Director; bumped to the Fire Department, now works in the private industry; employed at the Office of the Assessor-Recorder since 1998; explained his employment history at the Office of the Assessor-Recorder; explained 1070 IS Project Director job functions. He stated that his responsibilities are being performed by Minna Tao and that Minna Tao is a friend of the Assessor who started as a volunteer and later became a full time employee. He stated that he worked for the Controller prior. At the request of former Assessor Ward, he accompanied her to one or two town hall meetings/debates where it was anticipated that there would be questions regarding the Office of the Assessor-Recorder computer systems. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Andrew Guillory, Treasurer-Tax Collector stated that he is currently employed as a 4220 Personal Property Auditor at the Treasurer-Tax Collector. He stated that he began working for the Office of the Assessor-Recorder in July 1996 and was laid off for lack of funds from the Office of the Assessor-Recorder in July 2003. He explained his duties as a 4220 at the Office of the Assessor-Recorder. He stated that he was assured by Mr. Perez that he would not be laid off and that three 4220s went to Treasurer-Tax Collector. He did not bump anyone because he was able to move to a vacancy created by a promotion at the Treasurer Tax Collector. He stated that he did marine assessments at the Office of the Assessor-Recorder. Although it was stated that marine assessments after he left were done according to a guide, when he checked the public marine assessment rolls, the assessments did not match the guide and the Office of the Assessor-Recorder would not be able to prove how they came up with the assessments if it went before the Assessment Appeals Board. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Miran Hiro, Department of Public Health stated she is currently employed as a 1632 Senior Account Clerk at San Francisco General Hospital; began working at the Office of the Assessor-Recorder as a Clerk Typist; said she believes a 4203 named Don Rodis performs her job functions now and that she was the only 1632 at the Office of the Assessor-Recorder; explained her job functions at the Office of the Assessor-Recorder; said she bumped someone at San Francisco General Hospital. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Faye Roe, SEIU Local 790 spoke on behalf of Luke Langlois who had to leave due to illness.

Carmelita Harris, SEIU Local 790 spoke on behalf of Luke Langlois who had to leave due to illness.

Charles Crowder spoke on behalf of Luke Langlois who had to leave due to illness.

Dianne Cirrincione spoke on behalf of Luke Langlois who had to leave due to illness.

Benjamin J. Miller, III, Sheriff's Department stated that he is currently employed as a 8108 at Sheriff's Department; started as a 4202 at the Office of the Assessor-Recorder; trained a few students but does not recall if any were volunteers who became employees; said students performed 8108 job functions except they did not sign documents; explained his employment history; said layoff was a political maneuver. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Epifania Lardizabal, Treasurer-Tax Collector stated that she currently works at the Treasurer Tax Collector as a 4220; worked at the Office of the Assessor-Recorder from 2002 through 2003; said she was told by Alfredo Perez and Mabel Teng that due to the City and County of San Francisco's budget deficit, the budget had to be reduced; said she performed Personal Property Appraiser job functions except marine; said 4203s perform 4220 job functions now; said Alfredo Perez gave her some Mabel Teng flyers at an after hours meeting for distribution; said she was new to the City and there was a lot of politics. Not related to Assessor Teng; Did not volunteer in

Assessor's campaign.

Lenida C. Reyes, Treasurer-Tax Collector stated that she is currently employed at the Treasurer- Tax Collector as 4224; entered the Office of the Assessor-Recorder as a 4220 Personal Property Appraiser in 1989; explained her job functions at the Office of the Assessor-Recorder; said she was laid off for lack of funds from the Office of the Assessor-Recorder in June 2004; said she bumped into a vacant position at the Treasurer- Tax Collector but believes because of her placement in the Treasurer-Tax Collector's Office, other employees were denied a promotional opportunity; said Minna Tao performs her job functions. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Concepcion Vindell, Office of the Assessor-Recorder stated that she is currently employed as a Permanent Civil Service 4261 Real Property Appraiser at the Office of the Assessor-Recorder; explained her employment history at the Office of the Assessor-Recorder; laid off from 8108 for lack of funds and was bumped to the Sheriff's Department, but was on leave to a Provisional 4260. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Vincent Williams, Office of the Assessor-Recorder stated that he is currently employed at the Office of the Assessor-Recorder as a 4203; laid off for lack of funds from a 4212 at the Office of the Assessor-Recorder, but his former 4210 was abolished so he bumped down to his former 4202 before he was granted status to his current 4203; explained his job functions as a 4212; said his job functions are being performed by Charles Chan, 0922 Manager I; said his former 4212 was not a certified position, but it was technical and complex in nature; said he did not bump anyone and is currently performing permit processing job functions. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Anita Chen, Office of the Assessor-Recorder stated that she is currently employed as a 4261 at the Office of the Assessor-Recorder; began working in February 2003; never worked as a volunteer at the Office of the Assessor-Recorder; said Assessor Teng contacted her and asked her to be a 1518; said she knew Assessor Teng from her previous work as a reporter; explained her 4261 job functions; explained her employment history at the Office of the Assessor-Recorder; said she contributed $150 to Assessor Teng's campaign by purchasing 2 tickets to a fundraiser; said she helps out by performing press functions on her breaks or after hours since Assessor Teng does not have a press office; said she has accompanied Assessor Teng to events after hours; said she made her contribution a couple of months after she was hired. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

Joanne Wong, Office of the Assessor-Recorder stated that she is currently employed as a 8108 at the Office of the Assessor-Recorder, but she is on leave; hired before the merger of the Assessor and Recorder Offices and still works on the Recorder side; started as a 1404 Clerk; explained her employment history; said she contributed $500 to Assessor Teng's campaign prior to her election; said she didn't know Assessor Teng before, but was introduced by Jerry Liu; said Jerry Liu asked her, outside of work, to sell dinner tickets for Assessor Teng so she sold them to business owners that she

was acquainted with. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.
Charles Crowder, Office of the Assessor-Recorder stated that he is currently employed as a Real Estate Appraiser and that you must have downtown experience in order to be considered for promotions. He also stated that he was removed from his downtown assignment when Mabel Teng arrived and has not received a promotion. He acknowledged that he did work for former Assessor Ward a couple of times. Further, he does good work but his supervisor told him that he should not expect upward mobility. Not related to Assessor Teng; Did not volunteer in Assessor's campaign.

TESTIMONY ENDED

President Linda R. Richardson asked if the Office of the Assessor-Recorder wished to respond to any of the sworn testimony.

Donna Kotake, Office of the Assessor-Recorder stated that the Office of the Assessor-Recorder has a Departmental Personnel Officer now to help them address issues and that they are working closely with the Department of Human Resources on personnel issues; would like to move forward.

PUBLIC COMMENT SPEAKERS:

Jim Sutton, Attorney representing Mabel Teng in her personal capacity, who spoke before sworn testimony, stated that even though Assessor Teng has resigned, she will continue to cooperate with the investigation.
David Novogrodsky, IFPTE Local 21 stated that the Office of the Assessor-Recorder is a highly politicized office and has been that way for a long time. IFPTE Local 21 filed grievances when employees received layoff notices. This current issue is evidence of the need for the merit system.
Joselito Laudencia, IFPTE Local 21 submitted recommendations to the Civil Service Commission regarding the Office of the Assessor-Recorder which includes: 1) reinstatement of laid off employees; 2) Department of Human Resources perform a job classification audit; 3) take action where people brought in did not meet minimum qualifications; 4) take action for those paid back pay; 5) submit quarterly reports to the Civil Service Commission on appointments, separations and classifications; 6) forward all other concerns not within the Civil Service Commission jurisdiction to appropriate authorities.
Faye Roe, SEIU Local 790 stated that she met with Assessor Teng regarding the layoffs, but meeting was not fruitful; SEIU Local 790 filed a grievance regarding the layoffs, but there has been no response; she recommends that former employees be reinstated and that something be done to increase morale in the department.
Criss Romero, IFPTE Local 21 stated that he met with employees being laid off and acting stewards. Also, he was originally told that there wouldn't be a diminishing of the bargaining unit when the opposite was true. He also stated

that he appeared before the Board of Supervisors in 2003 and 2004 to advise them of what was occurring in the Office of the Assessor-Recorder.

General Direction: The Commission gave general direction to the Executive Officer to submit an amendment to the Draft Final Finding of Facts Report based on the testimony received today. In addition to the finding of facts, a list of potential remedies and the potential adverse impact in regards to those remedies; items discussed by other Commissioners which would include the consequences of different actions; also include feedback or responses to the proposed recommendations submitted by IFPTE Local 21; incorporate in the potential remedies the concept of a special monitor and regular reporting to the Civil Service Commission; In collaboration with the Department of Human Resources, fashion the necessary parameters to reinstate laid off employees to their original status.

IV. The Commission did not conduct a closed session.

V. Adjournment.

7:58 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, May 2, 2005

Amended

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1:00 p.m.

City Hall – Room 400
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney-client privilege and hold closed session to confer with legal counsel on Existing Litigation pursuant to San Francisco Administrative Code Section 67.10(d)(1); California Government Code Section 54956.9(a). (ACTION ITEM)

Vote on whether to confer with Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL ON EXISTING LITIGATION (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(d)(1); California Government Code Section 54956.9(a) San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco, California Supreme Court Case No. S131818 (California Court of Appeal, First Appellate District, Division Five, Case No. A104822; San Francisco Superior Court, No. CPF 03-503025)

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg, Human Resources Director
Organization: Firefighters – Local 798
Anticipated issue under negotiation: Certification Rule for promotions

IV. Reconvene in open session:
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 4/28/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Adele.Destro@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting

of

May 2, 2005

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 2, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of April 12, 2005 – 9:00 a.m. Open Session

Recommendation: Approve.

Special Meeting of April 18, 2005 – 1:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of April 18, 2005 – 2:00 p.m.

Recommendation: Approve

Special Meeting of April 18, 2005 – 3:00 p.m. Open Session

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) Resolution honoring the employees of the City and County of San Francisco and acknowledging Public Service Recognition Week May 2 through May 8, 2005. (File No, 0241-05-1)

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0239-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2010-04/05	Public Health	$660,000	Will provide portable radiology services on an as-needed basis for the inmates of the CCSF Jail System, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	Continuing	12/30/09
4085-04/05	Mayor's Office of Housing	$100,000	Will provide advisory services for competitive sales, negotiated sales and private placements of various bond types.	Regular	06/30/08
4086-04/05	Public Health	$3,400,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/07
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (File No. 0251-04-4) – Action Item

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

Recommendation: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

(8) Appeal by Joseph Engler of the Human Resources Director's decision to administratively close complaint for failure to sufficiently raise a discrimination claim. (File No. 0927-04-6) – Action Item

Recommendation: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works. (File No. 0008-05-4) – Action Item

April 4, 2005: Postpone to the meeting of May 2, 2005 at the request of Edgar A. Lopez.

Recommendation: Deny the appeal by Edgar A. Lopez of the rejection of his application for Bureau Manager (Job Code 5125).

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: permanent civil service appointment of Humberto Lugo, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0303-04-7) - Action Item**

Recommendation of the Director of Transportation: Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(12) **Final Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (File No. 0131-05-1) – Action Item**

March 7, 2005: Accept report.

April 4, 2005: Accept report.

Recommendation: Open for discussion; Certify salary and benefits of elected officials no later than May 16, 2005.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

105

INDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

LICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
May 2, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:40 p.m.

ROLL CALL

President Linda Richardson	Not Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

Vice President Thomas T. Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of April 12, 2005 – 9:00 a.m. Open Session

Action: Approve. (Vote of 4 to 0)

Special Meeting of April 18, 2005 – 1:30 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 18, 2005 – 2:00 p.m.

Action: Approve. (Vote of 4 to 0)

Special Meeting of April 18, 2005 – 3:00 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

0241-05-1 **Resolution honoring the employees of the City and County of San Francisco and acknowledging Public Service Recognition Week May 2 through May 8, 2005. (Item No. 5)**

Speakers: **None**

Action: Approve. (Vote of 4 to 0)

0239-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2010-04/05	Public Health	$660,000	Will provide portable radiology services on an as-needed basis for the inmates of the CCSF Jail System, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	Continuing	12/30/09
4085-04/05	Mayor's Office of Housing	$100,000	Will provide advisory services for competitive sales, negotiated sales and private placements of various bond types.	Regular	06/30/08
4086-04/05 *Over to 5/16/05*	Public Health	$3,400,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/07
4087-04/05 *Over to 5/16/05*	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

Speakers: Joel Lipski, Mayor's Office of Housing spoke on PSC #4085-04/05.

Action: Postpone PSC #4086-04/05 & #4087-04/05 to the meeting of May 16, 2005. (Vote 4 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0251-04-4 **Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (Item No. 7)**

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

Speakers: None.

Action: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney. (Vote of 4 to 0)

0927-04-6 **Appeal by Joseph Engler of the Human Resources Director's decision to administratively close complaint for failure to sufficiently raise a discrimination claim. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney. (Vote of 4 to 0)

0008-05-4 **Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works. (Item No. 9)**

April 4, 2005: Postpone to the meeting of May 2, 2005 at the request of Edgar A. Lopez.

Speakers: Joyce Smith, Department of Public Works
Edgar A. Lopez, Appellant

Action: Grant the appeal by Edgar A. Lopez of the rejection of his application for Bureau Manager (Job Code 5125). The Commission deemed Mr. Lopez' experience qualifying for Bureau Manager (Job Code 5125). Managers were reminded that for out of class assignments, the Rule remains that there must be contemporaneous documentation for purposes of promotional qualifications. Managers are expected to follow the current standard on annual performance appraisals.
(Vote of 4 to 0)

0303-04-7 **Determination of future employability: permanent civil service appointment of Humberto Lugo, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 10)**

Speakers: Michael Casey, Municipal Transportation Agency

Action: Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse. Mr. Lugo withdrew his appeal. Off calendar.
(Vote of 3 to 1; Commissioner Gorrono dissents.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Speakers: Philip Ginsburg, Human Resources Director

Discussion: Will give a report to the Mayor within two (2) weeks on ideas and recommendations to improve Human Resources and the Civil Service system.

Sandra Favale is moving to the Office of Emergency Services. It's a loss for Department of Human Resources, but an asset for Office of Emergency Services.

EXECUTIVE OFFICER'S REPORT

0131-05-1 **Final Report - Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (Item No. 12)**

March 7, 2005:	Accept report.
April 4, 2005:	Accept report.
Speakers:	Anita Sanchez, Assistant Executive Officer
Action:	Accept report; Add information on County Counsel; Certify salary and benefits of elected officials no later than May 16, 2005. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:04 p.m.

PUBLIC SERVICE RECOGNITION WEEK
MAY 2 - 8, 2005

Resolution honoring the employees of the City and County of San Francisco for their dedicated service and acknowledging the week of May 2 through May 8, 2005, as Public Service Recognition Week.

Whereas, *the Civil Service Commission's mission is to establish, ensure and maintain an equitable and credible merit system for public service for the citizens of San Francisco; and*

Whereas, *the Civil Service Commission commends individuals who have chosen a career in public service; and*

Whereas, *the employees of the City and County of San Francisco contribute and play a vital role in our community; and*

Whereas, *as a result of the performance of their duties and responsibilities, City and County of San Francisco employees contribute to improving the quality of life for all; and*

Whereas, *the City and County of San Francisco has benefited from the work performed by our public employees; and*

Whereas, *in carrying out this vision, the Civil Service Commission recognizes and builds on the diversity, skills, and dedication of public employees;*

NOW THEREFORE BE IT RESOLVED, *that the Civil Service Commission takes this opportunity to honor and pay tribute to all City and County of San Francisco employees who have dedicated themselves to public service and joins in celebrating May 2 through May 8, 2005, as Public Service Recognition Week.*

Adopted this 2nd Day of May 2005.

LINDA RICHARDSON
President

THOMAS T. NG
Vice-President

ALICIA D. BECERRIL
Commissioner

DONALD A. CASPER
Commissioner

MORGAN R. GORRONO
Commissioner

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

May 16, 2005

1:00 p.m.

Room 400 – City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. <u>Amended Draft Final Finding of Fact Report</u>: Inspection Service – Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder since January 8, 2003 (File 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

Report in Response to the General Direction of the Civil Service Commission at its Special Meeting of April 18, 2005 to Amend the Draft Final Finding of Fact Report to add the Sworn Testimony taken April 18, 2005 and to Provide Potential Remedies, and the Impact of Such Remedies including Reinstatement of Employees to their Former Positions.

OPTIONS AVAILABLE TO THE CIVIL SERVICE COMMISSION:

The Commission may address the full range of issues raised in the Amended Draft Final Finding of Fact Report and what further steps, if any, to take pertaining to the Inspection Service inquiry into the personnel practices of the Assessor-Recorder's Office. The Commission may adopt the Amended Draft Final Finding of Fact Report; may adopt (as proposed or modified) recommendations contained in the Executive Officer's report on this agenda item, including among other topics, assignment of a Special Monitor, with a reporting schedule to the Commission; classification audit of positions in the Assessor-Recorder's Office; return of laid off employees to positions in the Assessor-Recorder's Office; and citywide policies and practices as to disclosures of relatives, provisional and exempt appointments, and employee notices of various types; may provide direction on options for the Commission's consideration; may provide direction on any additional information it deems necessary for the investigation and/or follow-up; may decide whether to maintain the confidentiality of data identifying employees separated from the Assessor-Recorder's Office; and may provide other instructions pertaining to this matter.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 5/11/05

September 20, 2004:

Disclosure: Vice President Thomas T. Ng disclosed that he is a friend of the Assessor and has worked on her campaign for Supervisor and Assessor.

Speakers: Joselito Laudencia, IFPTE Local 21
Diane Cirrincione, current Assessor's Office employee
Criss Romero, IFPTE Local 21
Carmelita Harris, SEIU Local 790 Shop Steward

Action: The Civil Service Commission acted to commence under its authority specified in Charter Section 10.101, Paragraphs 3 and 5 an investigation and inquiry into all hiring, promotions and separations as well as into all changes to, amendments of or creation of class specification for positions in the office of the Assessor/Recorder.

1. The Commission directed the Executive Officer to request records for all new hires, promotions, separations and amendments to newly created classifications from the Assessor's Office and the Department of Human Resources since the Assessor took office
2. Should the Civil Service Commission reasonably believe that not all such documentation has been provided, the Civil Service Commission will at that time consider the issuance of subpoenas for the production of such documentation.
3. Further, should the Civil Service Commission upon review of such documentation determine that the investigation and inquiry requires the testimony of the Assessor/Recorder's office or employees of the Department of Human Resources, the Commission will request them to appear and testify before it under oath pursuant to Section 31110.2 of the Government Code. Should any such individual refuse a request to appear to testify under oath, the Civil Service Commission will at that time consider the issuance of a subpoena to such person or persons.

4. The Commission directed the Executive Officer that the investigation and inquiry is to be concluded in sixty (60) days and progress report in thirty (30) days regarding the inspection service. (Vote of 4 to 0)

October 18, 2004:

Disclosure: Commissioner Alicia Becerril disclosed that she served with Mabel Teng on the Board of Supervisors in 1998 and that Mabel Teng also supported her in her run for office. Commissioner Becerril indicated she can deliberate this

matter in a fair and objective manner. After consultation with the Office of the City Attorney, there is no basis for recusal.

Speakers: Joselito Laudencia, IFPTE Local 21 stated that 19 employees where laid off and none worked on Mabel Teng's campaign. Nineteen new employees were hired and IFPTE Local 21 supports this investigation.
Lenida Reyes, former employee of the Office of the Assessor-Recorder submitted documentation in regards to her lay-off and thanked the Commission for the full investigation.
Faye Roe, SEIU Local 790 expressed her concerns about information on lay-offs.
Marsha Stroope, Department of Human Resources spoke in response to the amount of information received from the Department of Human Resources.
Donna Kotake, Deputy Assessor stated that the Office of the Assessor-Recorder has submitted approximately 70% of the information requested by the Commission.

Action:

1. The Commission voted to extend completion of its inquiry an additional 30 days. (Vote of 4 to 0)
2. The Commission voted to redact all names in the separations and terminations portion of the report for public viewing. (Vote of 4 to 0)
3. The Commission voted to invoke Charter Section 16.114 in addition to the Commission's authority specified in Charter Section 10.101, Paragraph 3 and 5 to conduct an investigation. (Vote of 4 to 0)
4. The deadline for submission of materials from the Office of the Assessor-Recorder and the Department of Human Resources is November 1, 2004 for the Special Meeting of November 12, 2004 at 9:00 a.m. in Room 408, City Hall.
(Vote of 4 to 0)

November 12, 2004

Speakers:

1) Mabel Teng, Assessor – addressed the Civil Service Commission on voters mandate for change, outlined changes made in office operations resulting in increase revenues, if mistakes were made, they were rookie mistakes
2) Espanola Jackson – resident of the Bayview Hunters Point, number 1 supporter of Mabel Teng, no politics involved in hiring, this is a witch hunt
3) John Lewis – when married at City Hall he felt like an

equal citizen, salutes Mabel Teng

4) Stuart Gaffney – action of Mabel Teng made him feel part of government, Mabel Teng is a civil rights leader, and read a letter from Isabel Wade in support of Mabel Teng
5) Irene Lee – realtor, homeowner, property investor who deals with the Office of the Assessor, before she was frustrated because deeds were not recorded on time, now she's seen some improvement
6) Kristina Chew – with Richard Ow interpreting expressed support of Mabel Teng
7) Kelvin Pong – with Richard Ow interpreting expressed support of Mabel Teng
8) Dr. Cesar Chrchwell – expressed support of Mabel Teng
9) Sherman Tang – inquiry is politically motivated, and read a letter from Eric Mar, Commissioner, Board of Education, public inquiry a politically motivated with hunt, questioned Civil Service Commission jurisdiction
10) Eric Chang – read a letter from the Executive Director of Chinese for Affirmative Action, Brian Cheu
11) Sally Large – child care provider, supports Mabel Teng, the Office of the Assessor has improved
12) Linda Asato – these issued are distracting and are delaying revenue generation
13) Michael Costa – has seen change, bills are coming on time and also read a letter from Thom Lynch, SF LGBT Community Center
14) Dale Butler – $26 million tax revenue collected for City & County, Committee on Jobs, has seen positive changes

15) Susan Freundlick, Women's Foundation – supports Mabel Teng
16) Megan Coffey – rectified unfairness with same-sex marriage Mabel Teng, a champion of fairness
17) Jeanne Fong – API gay/lesbian community supporting Mabel Teng; asked Commission to join in support of Mabel Teng
18) Jennifer Lin – supports Mabel Teng, free ride is over, read letter from Dennis Kelly, President of the United Educators of San Francisco in support of Mabel Teng
19) Gary Chen – supports Mabel Teng from CAPA
20) Eunice Azzani – supports Mabel Teng
21) Norman Fong – supporter of Mabel Teng; Civil Service Commission do its mission – conduct fair and impartial investigation

22) Victor Hwang – President of Asian Bar Association, requests a fair due process rights; City Attorney chosen not to defend Mabel Teng
23) Mari Matsumoto – Nikomachi Little Friends Preschool support Office of the Assessor to do its work
24) Molly McKay – supports Mabel Teng
25) Minna Tao – highly skilled staff afraid to come forward
26) Joselito Laudencia, IFPTE Local 21 – commend office and Mabel Teng, but is speaking on behalf of Local 21 members – 19 employees were laid off, the morale is low now, they are afraid of speaking out and changing 2 classifications to hire in campaign workers
27) Francisco DaCosta – Director, Environmental Justice Advocacy; hear the facts; adjudicate based on facts; better off today that it was before
28) Richard Ow – former Postal employee buck stops at the Commission – open mind to hear grievance - efficiency

Action: Approve with amendments the Proposed Organization of the Draft Final Finding of Fact Report requesting information from the Department of Human Resources; specifically an analysis of layoff back from 2003, hiring that occurred following layoff of employees for lack of funds and any information on guidance and direction the Department of Human Resources provided to the Office of the Assessor-Recorder. (Vote of 5 to 0)

March 21, 2005:

Speakers:

1. Donna Kotake, Deputy Assessor – addressed the issue of Temporary Exempt positions – the employees who did not meet the minimum qualifications have been separated; at this time no relatives of the Assessor or her spouse are working in the department; in the last several months the Assessor's Office has worked closely with the Department of Human Resources and also has assigned a Sr. Personnel Analyst to work closely with the Assessor Office on a day-to-day basis and it has been extremely helpful; another government body, the State Board of Equalization audit found that both organizations are performing properly; mistakes were made but have been corrected
2. Joselito Laudencia, IFPTE Local 21 gave a presentation responding to the Draft Final Finding of

Fact Report of the Assessor-Recorder's Office outlining whether layoffs were the results of lack of funds; were appointments and layoffs politically motivated, did irregular hiring practices result in unqualified individual entering city employee; is the classification system subverted when new hires perform duties that are more than mere out of class assignments. He requested the Civil Service Commission continue its investigation and to hear testimony.

3. Fay Roe, SEIU Local 790 – congratulated Local 21, supports to continue the investigation
4. Carmelita Harris, SEIU Shop Steward at the Assessor – supports the CSC to continue with investigation – wants us to proceed.
5. Lenida Reyes, to deliver statement from Diana Cirrincione – laid off as 8108 say Assessor destroyed her career to hire relatives and supporters.
6. LaWanna Preston, Staff Director, SEIU Local 790 – the City has procedures in place like progressive discipline when needed – no need to layoff employees to release them.
7. Criss Romero, IFPTE Local 21 – commented that when Mabel Teng was a member of the Board of Supervisors she was aware of the process; this has been devastating to employees involved; and encouraged the CSC to continue with investigation.
8. Ernestine Weiss, member of the public, spoke on her concern about corruption; wants justice and urged the Commission to continue its investigation
9. Mike Forsyth, researcher – not enough qualified clerks helping the public at the Recorder's office
10. Maria Guillén, SEIU Local 790 – Union works with Civil Service Commission to protect employees rights; irony is that Mabel Teng is going after downtown and downtown is coming after the Union and city employees.
11. John Lewis, supports Mabel Teng – doing an excellent job and providing excellent leadership.
12. Eunice Azzani – change is difficult, Mabel elected to make change – a complicated system take time to understand – Commend hard work of Commission.

Frank Martin Del Campo, SEIU Local 790 – issues had to be raised at Board of Supervisors hearing but not addressed – commends the CSC for addressing the question.

Action: The Commission acted to hear testimony from current

and former employees of the Office of the Assessor/Recorder and directed the Executive Officer:

1. to send letters to Department Heads to detail the employees to appear before the Civil Service Commission, specifically: all permanent civil employees who had been laid off from the Office of the Assessor/Recorder between June 2003 through September 2004 by reason of lack of funds;
2. with respect to any such laid off employee who is no longer employed by the City & County of San Francisco that a letter be sent to his/her last known address to appear before the Civil Service Commission;
3. to send a letter to Department Head(s) to detail Arsenio Belenson, Hermilo Rodis and Lori Debbs to appear before the Civil Service Commission;
4. to send letters to Department Heads of all current employees how had contributed to or who were paid expenses by the Assessor campaign with the exception of permanent exempt employees to detail employees to appear before the Civil Service Commission;
5. with respect to any employee who is no longer employed by the City & County of San Francisco who had contributed to or who were paid expenses by the Assessor campaign with the exception of permanent exempt employees that a letter be sent to his/her last known address to appear before the Civil Service Commission
6. to send a letter to Fred Perez, Li Hsuan Chou and Ron Tacorda at their last known address to appear before the Civil Service Commission. (Vote of 3 to 0)

Gave general direction to the Executive Officer to:

1. to include in the letter to department heads a statement specifying that no act of retaliation occur against any employee who appears before the Civil Service Commission to testify and a statement affirming the Charter requirement that all departments cooperate with the Commission in making its investigations;
2. provide and analysis of the Local 21 submission;
3. obtain payroll records of provisional employees where there are variations on the Oral Authorization approval date, start date, and appointment date;
4. provide an analysis of hiring in the same class where layoffs occurred; and,
5. schedule the next meeting for hearing on the

inspection service request and hearing of testimony on April 18, 2005 at 3:00 p.m.

April 18, 2005:

Speakers:

1. Diane Cirrincione – stated that she has permanent civil service status in class 8108 Senior Legal Process Clerk, but was laid off for lack of funds from the Office of the Assessor-Recorder.
2. Mabel G. Dang – stated that she was laid off for lack of funds from class 1222 Payroll and Personnel Clerk position at Office of the Assessor-Recorder.
3. Frank S. Wong – stated that he was formerly employed as a permanent civil service 4226 Chief Auditor at Office of the Assessor-Recorder bumped an employee who subsequently retired and is currently employed as a 4226 at Treasurer-Tax Collector.
4. Adam Omar Eden – stated that he was laid off for lack of funds from the Office of the Assessor-Recorder as a 1426 Senior Clerk Typist.
5. Victor M. Gonzalez – stated that he was laid off for lack of funds from the Office of the Assessor-Recorder; bumped to Department of Human Services, but on leave from 1023 IS Administrator III to accept a temporary exempt 1054 IS Business Analyst – Principal at Elections Department.
6. Li Hsuan Chou – stated she is no longer employed by the City & County of San Francisco; she was formerly employed as a 4269 Chief Appraiser at the Office of the Assessor-Recorder.
7. Hugo A. Aparicio – stated that he is currently on the holdover roster for 1070 IS Project Director; bumped to the Fire Department, now works in the private industry; employed at the Officer of the Assessor-Recorder since 1998.
8. Andrew Guillory – stated that he is currently employed as a 4220 Personal Property Auditor at the Treasurer-Tax Collector. He said he began working for the Office of the Assessor-Recorder in July 2003.
9. Miran Hiro – stated she is currently employed as a 1632 Senior Account Clerk at San Francisco General Hospital; began working at the Office of the Assessor-Recorder as a Clerk Typist.
10. Faye Roe – spoke on behalf of Luke Langlois who had to leave due to illness.
11. Carmelita Harris – spoke of behalf of Luke Langlois who had to leave due to illness
12. Charles Crowder – spoke on behalf of Luke Langlois who had to leave due to illness.
13. Diane Cirrincione – spoke on behalf of Luke Langlois who

had to leave due to illness.

14. Benjamin J. Miller, III – stated that he is currently employed as an 8108 at Sheriff's Department; started as a 4202 at the Office of the Assessor-Recorder.
15. Epifania Lardizabal – stated that she is currently works at the Treasurer Tax Collector as a 4220; worked at the Office of the Assessor-Recorder from 2002 through 2003.
16. Lenida C. Reyes – stated that she is currently employed at the Treasurer-Tax Collector as 4224; entered at the Officer of the Assessor-Recorder as a 4220 Personal Property Appraiser in 1989.
17. Concepcion Vindell – stated that she is currently employed as a permanent civil service 4261 Real Property Appraiser at the Officer of the Assessor-Recorder.
18. Vincent Williams – stated that he is currently employed at the Office of the Assessor-Recorder as a 4203; laid off for lack of funds from a 4212 at the Officer of the Assessor-Recorder, but his former 4210 was abolished so he bumped down to his former 4202 before he was granted status to his current 4203.
19. Anita Chen – stated that she is currently employed as a 4261 at the Office of the Assessor-Recorder; began working in February 2003.
20. Joanne Wong – stated that she is currently employed as an 8108 at the Office of the Assessor-Recorder, but she is on leave; hired before the merger of the Assessor and Recorder Offices and still works on the Recorder side.

Public Comment Speakers:

1. Jim Sutton, Attorney representing Mabel Teng in her personal capacity, who spoke before sworn testimony, stated that even though Assessor Teng has resigned, she will continue to cooperate with the investigation.
2. David Novogrodsky, IFPTE Local 21 stated that the Office of the Assessor-Recorder is a highly politicized office and has been that way for a long time. IFPTE Local 21 filed grievances when employees received layoff notices. This current issue is evidence of the need for the merit system
3. Joselito Laudencia, IFPTE Local 21 submitted recommendations to the Civil Service Commission regarding the Office of the Assessor-Recorder.
4. Faye Roe, SEIU Local 790 stated she met with Assessor Teng regarding the layoffs, but meeting was not fruitful; SEIU Local 790 filed a grievance regarding the layoffs, but there has been no response
5. Criss Romero, IFPTE Local 21 stated that he met with employees being laid off and acting stewards. Also, he

was originally told that there would be a diminishing of the bargaining unite when the opposite

Action: The Commission gave general direction to the Executive Officer to submit an amendment to the Draft Final Finding of Facts Report based on the testimony received today. In addition to the finding of facts, a list of potential remedies and the potential adverse impact in regards to those remedies; items discussed by other Commissioners which would include the consequences of different actions; also include feedback or respor.ses to the proposed recommendations submitted by IFPTE Local 21; incorporate in the potential remedies the concept of a special monitor and regular reporting to the Civil Service Commission; in collaboration with the Department of Human Resources, fashion the necessary parameters to reinstate laid off employees to their original status.

IV. Vote on whether to hold closed session on a Personnel Matter pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1. (ACTION ITEM)

This agenda item relates to Agenda Item III. If, in the course of the Commission's consideration of Agenda Item III, there is discussion of specific employees which may be held in closed session for reasons of privacy, the Commission may exercise its power to go into closed session for that purpose

V. Closed session pursuant to California Government Code Section 54957(b), San Francisco Administrative Code Section 67.10(b) and California Constitution Article I, Section 1.

A) PERSONNEL MATTER
Employees Affected: Present and Former Employees in the Office of the Assessor/Recorder from January 8, 2003 to the Present. (DISCUSSION/POSSIBLE ACTION ITEM)

VI. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

VII. Adjournment.

Notice of Commission Hearing Policies and Procedures

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For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, May 16, 2005
1:00 p.m.

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I. The Special Meeting was called to order at 1:07 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Not Present: Commissioner Alicia D. Becerril

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session

Public Comment was heard after the staff report was presented.

1. Vincent Williams – read a statement, wants employees reinstated, Assessor Teng and deputies manipulated the Civil Service Commission Rules to bring in campaign supporters; he also thanked the Commission for proceeding with the investigation
2. Lenida Reyes – expressed her gratitude for the hearing and stated that she was laid off 1 year and 9 months ago and that the reason for her lay off was "lack of funds" but that the Assessor circumvented the Civil Service Commission Rules to change minimum qualifications and Department of Human Resources allow them to make the changes
3. Diane Cirrincione – stated how her being laid off affected her life and the impact on tax payers and customer service in Assessor's office; 4202's and 4203's are doing job of 8108's
4. Faye Roe, SEIU Representative in the Assessor's office, asking for stability for the tax payers and in the Assessor's office, the trust in Assessor's office has been undermined, she asked the Commission to reinstate laid off employees and to restore the morale of the people of the department; Civil Service Commission Rules and public trust have been broken

5. Victor M. Gonzalez – stated that the Assessor's office has an old and a new server but since he was laid off the migration never happened, vendor has not been paid for 2 years
6. Joselito Laudencia, IFPTE Local 21 – thanked the Commission for its leadership, agrees with recommendations but is concerned that reinstatement is only to vacant positions, supports classification audit, and requested the Civil Service Commission add IT classifications to special focus in classification audit
7. Janet Winder – managed the front office, she was removed from her management duties by Mabel Teng, 8108's replaced by others not familiar of detail work, she said that it is imperative that laid off employees are returned to department
8. Hugo Aparicio – thanked the Commission for the attempt to rectify issues, to reinstate laid off employees, requested the Civil Service Commission give employees a right to sue letter, to do nothing and ignore injustices costs a lot
9. Donna Kotake – agrees with class audit in specific classes that are affected

III. Amended Draft Final Finding of Fact Report: Inspection Service – Merit System: Hiring, Separation and Classification of Employees in the Office of the Assessor-Recorder since January 8, 2003 (File 0645-04-11) – DISCUSSION AND POSSIBLE ACTION ITEM

Actions:

1. Adopt the Amended Draft Final Finding of Fact Report as amended to include the sworn testimony summary and official transcripts of the hearing held by the Civil Service Commission on April 18, 2005 and corrected data presented at the Special Meeting on April 18, 2005.
2. Direct that the Human Resources Director assign a Special Monitor to review the merit system activities in the Office of the Assessor-Recorder and to regularly report to the Civil Service Commission on the appointment, separation, classification and related merit system activities.
3. Direct the Special Monitor to coordinate a classification audit of positions in the Office of the Assessor-Recorder, *specifically positions created and deleted since January 8, 2003* with particular attention

#3 cont'd. to the consistency of duties to the work normally associated with the classification and particular emphasis on all positions in the following classes: 8108 Senior Legal Process Clerk, 4202 Assessment Clerk and 4203 Senior Assessment Clerk and IT classes. Recommend that the Office of the Assessor-Recorder fund a time-limited project-based position in addition to the position being funded at the Department of Human Resources to perform the operational human resource activities and other duties as assigned.

4. Adopt a schedule of Reports to the Civil Service Commission to be placed on the agenda for Civil Service Commission review and possible action. The Special Monitor shall provide to the Civil Service Commission regular reports on the appointment, separation, classification, and related merit system activities on a semi-annual basis for two fiscal years effective July 1, 2005 through June 30, 2007. Thereafter, the Civil Service Commission may direct additional reports as needed.
5. Direct the Special Monitor to set up the mechanism to allow the return of interested and available laid off employees currently employed by the City to vacant approved requisitions in the applicable class as they become available.
6. Forward to the Office of the City Attorney to provide guidance to the Civil Service Commission, the Department of Human Resources and all City departments on the application of San Francisco Campaign & Governmental Conduct Code Section 3.212 Decision Involving Family Members.
7. Direct the Human Resources Director to further clarify the procedures on Oral Authorizations, start work dates and appointment dates.
8. Forward to the Office of the Controller and Department of Human Resources a request for review of procedures utilized to coordinate Oral Authorization, start work dates, appointment dates, and payroll.

9. Direct the Human Resources Director to further clarify and remind all departments of the requirements to complete Notices of Probationary Period Status, Notice to Provisional Appointee, Notice of Exempt Appointment, and, Leave of Absence forms to accept another position in the City service.
10. Direct the Human Resources Director and Executive Officer to review 1996 guidelines on exempt appointments and make recommendations to the Civil Service Commission.
11. Direct the Human Resources Director to issue a reminder to all departments of the ability of the department head to make assignments balanced by the right of employees to perform certain duties in a specific class.
12. Encourage the Human Resources Director to utilize available resources, i.e. orientation, "Guidebook to New Department Heads," etc. to inform department heads and managers of the City's employment system. (Vote of 4 to 0)

IV. The Commission did not conduct a closed session.

V. Adjournment

2:30 p.m.

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6/05

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AGENDA

Regular Meeting

of

May 16, 2005

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 16, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of May 2, 2005 – 1:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of May 2, 2005 – 2:00 p.m.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0239-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-04/05	Public Health	$3,400,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/07
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

May 2, 2005: Postpone to the meeting of May 16, 2005.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0276-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1014-05/06	Arts Commission	$1,314,301	Will perform concerts at the San Francisco Davies Symphony Hall in July – August 2005 with a free concert at a public park.	Annual	12/31/05
1015-05/06	Sheriff's Office	$115,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Annual	06/30/06
1016-05/06	Sheriff's Office	$250,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/06
4088-04/05	Airport Commission	$680,000	Will provide bond feasibility, which represents 64% of the scope of work and other airport management consultant services.	Regular	06/30/06
4089-04/05	Airport Commission	$100,000	Will provide representation for the Airport in Washington, DC for federal issues involving aviation legislation, security mandates and funding opportunities.	Regular	06/30/05

4090-04/05	Arts Commission	$150,000	Will provide conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at San Francisco International Airport, Moscone Convention Center, and other locations throughout the city.	Regular	07/31/07
4091-04/05	Parking & Traffic Commission	$120,000	Will provide a comprehensive study and report of the need and feasibility of expanding the capacity of the City owned Performing Arts Parking Garage through limited expansion.	Regular	09/30/06
4092-04/05	Municipal Transportation Agency	$400,000	Will provide a mobile facility to collect random, pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DDOT/FTA.	Regular	06/30/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0277-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-04/05	Commission on the Status of Women	$185,249	Will provide sexual assault crisis line services and advocacy through expansion of the current staff and intern coverage during regular business hours which are Monday through Friday 8 am – 5 pm to after hours and weekends.	Regular	12/31/05
4094-04/05	Controller	$900,000	Will provide comprehensive Web-enabled time and labor system development, implementation, and training services to collect City-wide payroll data and provide payroll information and calculations more effectively.	Regular	08/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Request to grant permanent status to Francisco C. Gomez in Class 8207 Building and Grounds Patrol Officer. (File No. 0278-05-2) – Action Item

Recommendation: Adopt the staff report. Approve status grant for Francisco C. Gomez in Class 8207 Building and Grounds Patrol Officer subject to his completion of a probationary period.

(9) **Request from Carlos Fabiani for reconsideration of a departmental ban working for the Municipal Transportation Agency. (File No. 0279-05-7) – Action Item**

Recommendation: Adopt the staff report. Deny removal of employment restrictions.

(10) **Appeal by Joseph Engler of the Human Resources Director's decision to administratively close complaint for failure to sufficiently raise a discrimination claim. (File No. 0927-04-6) – Action Item**

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

Recommendation: Deny the appeal by Joseph Engler. Sustain the decision of the Human Resources Director.

(11) **Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (File No. 0251-04-4) – Action Item**

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

Recommendation of the San Francisco Police Department: Adopt the report. Deny the complaint regarding Non-selection in Q – 60 Lieutenant List P-21 adopted June 13, 2000 and expired on June 12, 2004.

(12) **Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (File No. 0100-04-6) - Action Item**

September 20, 2004: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

October 18, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

December 6, 2004: Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

File No. 0100-04-6 (continued)

March 7, 2005: Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted.

April 4, 2005: Postpone to the meeting of May 16, 2005 at the request of Jerry Cimmet. Mr. Cimmet indicated that if he cannot attend, he will have a colleague present for the hearing.

Recommendation of the Human Resources Director: Sustain the decision of the Human Resources Director. Deny the appeal by Deborah Wright.

(13) Review of request for approval of proposed personal services contracts. (File No. 0277-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-04/05	Airport Commission	$695,338	Will provide maintenance and technical support to insure the operation of certain Common Use Terminal Equipment (CUTE) which is an integrated electronic and computerized communications system that is shared by all of the SFIA tenant airlines, and the S.F. Airport Commission.	Regular	09/30/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(14) Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (File No. 0131-05-1) – Action Item

March 7, 2005: Accept report.

April 4, 2005: Accept report.

May 2, 2005: Accept report; Add information on County Counsel; Certify salary and benefits of elected officials no later than May 16, 2005.

Recommendation: Open for discussion; certify salary and benefits of elected officials; forward to the Mayor's Office for inclusion in the Fiscal Year 2005-06 Budget being transmitted to the Board of Supervisors.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(15) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(16) **Update on the Fiscal Year 2004 – 05 Goals and Objectives as of March 31, 2005. (File No. 0280-05-1) - Action Item**

Recommendation: Accept report.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(19) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
May 16, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:37 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present (Missed Item #9)
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Missed Items #1, 2, 3 & 4)

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of May 2, 2005 – 1:30 p.m. Closed Session

Action: Approve. (Vote of 3 to 0; Commissioner Gorrono missed vote)

Regular Meeting of May 2, 2005 – 2:00 p.m.

Action: Approve. (Vote of 3 to 0; Commissioner Gorrono missed vote)

0239-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-04/05	Public Health	$3,400,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/07
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

May 2, 2005: Postpone to the meeting of May 16, 2005.

Speakers: Galen Leung, Department of Public Health spoke on PSC #4087-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0276-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1014-05/06	Arts Commission	$1,314,301	Will perform concerts at the San Francisco Davies Symphony Hall in July – August 2005 with a free concert at a public park.	Annual	12/31/05
1015-05/06	Sheriff's Office	$115,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Annual	06/30/06
1016-05/06	Sheriff's Office	$250,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/06
4088-04/05	Airport Commission	$680,000	Will provide bond feasibility, which represents 64% of the scope of work and other airport management consultant services.	Regular	06/30/06
4089-04/05	Airport Commission	$100,000	Will provide representation for the Airport in Washington, DC for federal issues involving aviation legislation, security mandates and funding opportunities.	Regular	06/30/05
4090-04/05	Arts Commission	$150,000	Will provide conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at San Francisco International Airport, Moscone Convention Center, and other locations throughout the city.	Regular	07/31/07
4091-04/05	Parking & Traffic Commission	$120,000	Will provide a comprehensive study and report of the need and feasibility of expanding the capacity of the City owned Performing Arts Parking Garage through limited expansion.	Regular	09/30/06

4092-04/05	Municipal Transportation Agency	$400,000	Will provide a mobile facility to collect random, pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DDOT/FTA.	Regular	06/30/08

Speakers: Nancy Gonchar, Arts Commission spoke on PSC #1014-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0277-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-04/05	Commission on the Status of Women	$185,249	Will provide sexual assault crisis line services and advocacy through expansion of the current staff and intern coverage during regular business hours which are Monday through Friday 8 am – 5 pm to after hours and weekends.	Regular	12/31/05
4094-04/05	Controller	$900,000	Will provide comprehensive Web-enabled time and labor system development, implementation, and training services to collect City-wide payroll data and provide payroll information and calculations more effectively.	Regular	08/31/07

Speakers: Emily Murase, Commission on the Status of Women spoke on PSC #4093-04/05.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0278-05-2 **Request to grant permanent status to Francisco C. Gomez in Class 8207 Building and Grounds Patrol Officer. (Item No. 8)**

Speakers: Steve Lara, War Memorial & Performing Arts Center

Action: Adopt the staff report. Approve status grant for Francisco C. Gomez in Class 8207 Building and Grounds Patrol Officer subject to his completion of a probationary period. (Vote of 4 to 0)

0279-05-7 Request from Carlos Fabiani for reconsideration of a departmental ban working for the Municipal Transportation Agency. (Item No. 9)

Speakers: Michael Casey, Municipal Transportation Agency
Carlos Fabiani, Appellant
Barbara Allen-Conway, Municipal Transportation Agency

Action:
(1) Grant request by Carlos Fabiani to move hearing of item to after 5:00 p.m. (Vote of 3 to 0; Commissioner Gorrono missed vote.)
(2) Adopt the staff report. Deny removal of employment restrictions. (Vote of 3 to 0; Commissioner Ng missed vote.)

0927-04-6 Appeal by Joseph Engler of the Human Resources Director's decision to administratively close complaint for failure to sufficiently raise a discrimination claim. (Item No. 10)

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

Speakers: None.

Action: Postpone to the meeting of June 20, 2005 at the request of George Engler. (Vote of 3 to 0)

0251-04-4 Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (Item No. 11)

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

Speakers: Deputy Chief Antonio Parra, San Francisco Police Department
Elisa Engler on behalf of George Engler
Joseph Engler, Appellant

0251-04-4 (continued)

Action: Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim. (Vote of 4 to 0)

0100-04-6 Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (Item No. 12)

September 20, 2004: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

October 18, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

December 6, 2004: Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

March 7, 2005: Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted.

April 4, 2005: Postpone to the meeting of May 16, 2005 at the request of Jerry Cimmet. Mr. Cimmet indicated that if he cannot attend, he will have a colleague present for the hearing.

Speakers:
Elizabeth Jacobi, Department of Human Resources
Jerry Cimmet, Attorney
Deborah Wright, Appellant
Michael DeBellis, Public Utilities Commission
Angelica Salazar, supports appellant

Action:
(1) Continue to the meeting of June 20, 2005; require the Public Utilities Commission and Department of Human Resources to provide the requested records and notes to appellant's attorney Jerry Cimmet. In the event there are no records, submit statement to the Executive Officer by May 31, 2005 for the June 20, 2005 meeting. (Vote of 2 to 2; Commissioners Ng and Gorrono dissent.)
(2) Motion failed; Postpone to the meeting of June 20, 2005.

0277-05-8 Review of request for approval of proposed personal services contracts. (Item No. 13)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-04/05	Airport Commission	$695,338	Will provide maintenance and technical support to insure the operation of certain Common Use Terminal Equipment (CUTE) which is an integrated electronic and computerized communications system that is shared by all of the SFIA tenant airlines, and the S.F. Airport Commission.	Regular	09/30/05

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0131-05-1 Certification of Salary and Benefits of Elected Officials of the City & County of San Francisco for Fiscal Year 2005-06 in accordance with Charter Section A8.409-1. (Item No. 14)

March 7, 2005: Accept report.

April 4, 2005: Accept report.

May 2, 2005: Accept report; Add information on County Counsel; Certify salary and benefits of elected officials no later than May 16, 2005.

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Certify 5% salary increase and Municipal Employees Association (MEA) covered benefits for elected officials; forward to the Mayor's Office for inclusion in the Fiscal Year 2005-06 Budget being transmitted to the Board of Supervisors. (Vote of 3 to 1; Commissioner Casper dissents.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Discussion: No updates.

EXECUTIVE OFFICER'S REPORT

0280-05-1 Update on the Fiscal Year 2004 – 05 Goals and Objectives as of March 31, 2005. (Item No. 16)

Speakers: Kate Favetti, Executive Officer

Action: Accept report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Kim Tavaglione, Healthcare Workers' Union Local 250, requested reconsideration of the Commission action taken on Item #5, specifically PSC #4087-04/05. She will forward an official request to the Civil Service Commission office.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

The Executive Officer reminded the Commission that a complaint had been filed regarding the Laborers issue and the Board of Supervisors has made an inquiry. The matter will be before the Commission for the scheduled meeting of June 6, 2005.

ADJOURNMENT

5:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, June 6, 2005

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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06-03-05A11:51 RCVD

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) - As Defendant; One Case

B) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant; One Case. Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works.

IV. Reconvene in open session
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
B) Disclosure of action taken in closed session.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/2/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, June 6, 2005
12:30 p.m.

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I. The Special Meeting was called to order at 12:40 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived during Item III at 1:09 p.m.)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

Action: The Commission voted to assert attorney-client privilege and hold a closed session to confer with legal counsel on existing litigation. (Vote of 4 to 0)

Closed Session started at 12:53 in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived at 1:09 p.m.)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Denis Cannonier-Craig, Department of Human Resources
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Phil Ginsburg, Human Resources Director
Stacey Lucas, Deputy City Attorney
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney
Bruce Topp, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 2:32 p.m.

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

Reconvened in open session at 2:32 p.m.

Public Comment:

1) Genevie Gallegos, Attorney for Laborers, La Raza Centro Legal
2) Renée Saucedo, Attorney for Laborers, La Raza Centro Legal
3) Judith Triantos – former City employee and Shop Steward supports General Laborers at DPW; objects to having 7501's perform the same duties but half the salary; employees performance appraisals changed
4) Anthony Travis – spoke on behalf of Larry Montoya who has 20-years of experience, and also about his own experience which include 15-years as a Laborer
5) Brian Hill – wrongfully terminated, performed well, entire swing shift crew was let go
6) Jason Hart – 3 years at Department of Public Works as a General Laborer, the performance examination wasn't given consistently and he also stated that he objects to the creation of the 7501 classification
7) Reese Jorm – worked for City & County of San Francisco for 5 years; was a dedicated employee; doesn't understand why he was

fired

8) Kevin Johnson – 3 years experience at Department of Public Works, he stated that there is a nepotism issue and some people with little or no experience are being hired

9) Steve Chin – bypassed for jobs, stated that there is a dysfunction in our hiring; received awards from Mayor; worked hard for the City

10) Edward Redd – not everyone passed the exam; was not prepared for the 2nd exam; when will justice be done; wants his and coworkers job back

11) Byron Paz – worked in worst part of San Francisco – Jessie Street turned alley around; received commendations for job well done from merchants ; worked at Department of Public Works for 3 ½ years

12) David Rodriguez – worked for 3 years; everyone will have to pay the price

13) Jeff Fuller – he and coworkers have been mistreated by people working with little or no experience; took the test; looking forward to becoming permanent

14) Michael Wilson – worked for 3 years; replaced by people who didn't have experience; he said favoritism and nepotism must be looked at; he and his coworkers worked hard

15) Yimbing Kwong – worked for DPW for 5 years; did well on test others who didn't do well or had bad records got hired

16) Nelson Aguirre – provisional General Laborer; 10-year work experience; some made permanent due to connections

17) Dario Torio – provisional General Laborer; worked for less than 6 years; ranked #7 and was laid off

18) James Renfro – spoke in support of his coworkers; lay off was unfair; worked for DPW for 3 ½ years

19) Raul Sanchez – worked for DPW almost 3 ½ years; helped workers; created a special broom to scoop garbage without using hands; has 31 years in construction

20) Jose Quezada – worked for the City for 4 years; has 14 years of construction work; done what it would take to become permanent; took the 2nd verbal exam and to this date doesn't know how he scored; people who got jobs didn't have experience

21) Tommy Lam – some said they got job because of Mohamed Nuru

22) Qiont Fant – worked for 7 years at DPW; they don't care about how hard people work

23) Guojie Huang – worked for 6 years at DPW; was laid off
24) Qichang Huang – if no money why are they hiring 7501's to perform same work for half money
25) Cui You Situ – never made mistakes or never in trouble; has years of experience in Taiwan; very disappointed wants her job back
26) Michael Rosenberg – laid off and told to work as an apprentice when already working as General Laborer
27) Genevie Gallegos – summarized what all speakers had to say and she said the workers were passed over for favoritism, nepotism.

B) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant; One. Case. Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works.

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 3:42 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Caper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Philip Ginsburg, Human Resources Director
Kerry Ko, Department of Human Resources
Anita Sanchez, Assistant Executive Officer, CSC
Jill Sprague, Deputy City Attorney
Alice Villagomez, Employee Relations, DHR
Tammy Wong, Department of Public Works
Paul Zarefsky, Deputy City Attorney

Closed session ended at 4:52 p.m.

IV. Reconvened in open session at 4:53 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

4:53 p.m.

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Agenda and Notice of Special Meeting – Closed Session

Monday, June 6, 2005

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) - As Defendant; One Case

IV. Reconvene in open session

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

B) Disclosure of action taken in closed session.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/1/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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GAVIN NEWSOM
MAYOR

105

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THOMAS T. NG
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DONALD A. CASPER
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AGENDA

Regular Meeting

of

June 6, 2005

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 6, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of May 16, 2005 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of May 16, 2005 – 2:00 p.m.

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0318-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2011-04/05	Public Health	$3,400,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09
2012-04/05	Public Health	$4,000,000	Will provide community based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco, including access to transportation, adult day recreation programs, and therapeutic art programs.	Continuing	06/30/09
2013-04/05	Public Health	$110,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations.	Continuing	06/30/09
2014-04/05	Human Services	$150,000	Will provide training for families interested in becoming foster parents. Also on-going training to keep foster parents current on special child-rearing issues.	Continuing	06/30/09
2015-04/05	Human Services	$265,000	Will provide support and education to families in order to strengthen the family base and maintain children in their birth homes.	Continuing	06/30/09
2016-04/05	Human Services	$547,000	Services are designed as the entry point into child welfare and family preservation services. These services are mandated child abuse reporting and parental stress hotlines that connect parents and caregivers in crisis with response and counseling services.	Continuing	06/30/09
2017-04/05	Human Services	$1,400,000	Will recruit appropriate families throughout the Bay Area and other counties, provide orientations, induction training, home study, and post-adoption services to the families, and facilitate the matching of adoptive families to San Francisco children.	Continuing	06/30/09
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2019-04/05	Human Services	$2,100,000	Will provide services to prepare youth for leaving the foster care system and provide them with post foster care services. The services are designed for youth age 14 through age 24.	Continuing	06/30/09
2020-04/05	Human Services	$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	06/30/09

2021-04/05	Human Services	$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	06/30/09
2022-04/05	Human Services	$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	06/30/09
2023-04/05	Human Services	$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09
2024-04/05	Human Services	$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2025-04/05	Human Services	$45,500,000	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
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4097-04/05	Airport Commission	$80,000	Will provide parking citation and hearing services.	Regular	06/30/06
4098-04/05	Airport Commission	$5,000,000	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	Regular	01/31/07
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4104-04/05	Public Health	$1,000,000	Will perform environmental assessments and survey customers utilizing the services at the Community Health Network (CHN) and providers, such as doctors, nurses and administrators for replacement building plans.	Regular	06/30/07

4105-04/05	Public Health	$5,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	06/30/09
4106-04/05	Police	$326,178	Will provide phlebotomy services, must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Regular	06/30/08
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4108-04/05	Public Utilities Commission	$89,463	Will provide continuity in construction closeout support services and claim support services for Project WD-2327.	Regular	04/30/06
4109-04/05	Public Utilities Commission	$500,000	Will provide assessment, analysis and planning services for the SFPUC Sustainability Plan. Includes developing a work plan; developing a baseline assessment of the sustainability of the SFPUC organization, and policy and practices.	Regular	07/30/08
4110-04/05	Public Utilities Commission	$2,090,000	Will design, build and install 295 kilowatts at Pier 50, Shed D.	Regular	05/31/06
4107-97/98	Public Works	Increase Amount $1,239,942 New Amount $5,444,811	Will provide design, construction support, and construction management services for seismic retrofit and rehabilitation of the 4th Street Bridge.	Regular	06/30/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) ELECTION OF OFFICERS

Recommendation: Postpone to the meeting of June 20, 2005

(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0319-05-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0320-05-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

REGULAR AGENDA

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(9) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Arts Commission	Public Library
Asian Art Museum	Office of the Mayor
Assessment Appeals Board	Municipal Transportation Agency
Board of Supervisors, Clerk of the Board of Supervisors	Police Department
Board of Supervisors, Sunshine Ordinance Task Force	Port of San Francisco
Department of Building Inspection	Private Industry Council of San Francisco, Inc.
Office Of The City Attorney	Public Defender
Citizen's General Obligation Bond Oversight Committee	Public Utilities Commission
Civil Service Commission	Recreation and Parks Department
Office of the Controller	Residential Rent Stabilization and Arbitration Board
Office of the District Attorney	Retirement System
Entertainment Commission	Commission and Department on the Status of Women
Department of the Environment	Taxi Commission
Fine Arts Museum	Telecommunications and Information Services
San Francisco Fire Department	Tax Collector
Health Commission and Department of Public Health	Treasurer
Department of Human Resources	Youth Commission
Juvenile Probation Commission	Office of Economic & Workforce Development
City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Southeast Community Facility Commission
San Francisco Children & Families Commission	Emergency Communications Department
San Francisco Sheriff's Department	Health Service System
Department of Building InspectionBoard of Examiners	***Board of Appeals***

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
November 1, 2004:	Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.
November 15, 2004:	Continue to the meeting of December 6, 2004.
December 6, 2004:	Continue to the meeting of December 20, 2004.
December 20, 2004:	Continue to the meeting of January 3, 2005.
January 3, 2005:	Continue to the meeting of January 18, 2005.
January 18, 2005:	Continue to a meeting when comments being prepared by Commissioner Casper are completed.
Recommendation:	Review; Forward comment to the Ethics Commission.

(10) Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works. (File No. 0321-05-11) – Discussion and Possible Action Item

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney-client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b)-Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – **(Discussion and Possible Action Item)**
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant; One Case. Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works.

C) Reconvene in open session:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**
2) Disclosure of action taken in closed session.

Recommendation: Open for Discussion

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: permanent civil service appointment of Jeniece Fee, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0547-04-7) - Action Item**

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City & County service; No future employment with the Municipal Transportation Agency that requires a Class B or P driver's license; No future employment with the Municipal Transportation Agency.

(12) **Determination of future employability: permanent civil service appointment of Steven Higley, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0286-05-7) - Action Item**

Recommendation of the Director of Transportation: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City & County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

GAVIN NEWSOM
MAYOR

/05
ended

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

IORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting

of

June 6, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
JUN - 3 2005
SAN FRANCISCO
PUBLIC LIBRARY
06-03-05A11:52 RCVD

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 6, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of May 16, 2005 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of May 16, 2005 – 2:00 p.m.

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0318-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2011-04/05	Public Health	$3,400,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09
2012-04/05	Public Health	$4,000,000	Will provide community based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco, including access to transportation, adult day recreation programs, and therapeutic art programs.	Continuing	06/30/09
2013-04/05	Public Health	$110,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations.	Continuing	06/30/09
2014-04/05	Human Services	$150,000	Will provide training for families interested in becoming foster parents. Also on-going training to keep foster parents current on special child-rearing issues.	Continuing	06/30/09
2015-04/05	Human Services	$265,000	Will provide support and education to families in order to strengthen the family base and maintain children in their birth homes.	Continuing	06/30/09
2016-04/05	Human Services	$547,000	Services are designed as the entry point into child welfare and family preservation services. These services are mandated child abuse reporting and parental stress hotlines that connect parents and caregivers in crisis with response and counseling services.	Continuing	06/30/09
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4109-04/05	Public Utilities Commission	$500,000	Will provide assessment, analysis and planning services for the SFPUC Sustainability Plan. Includes developing a work plan; developing a baseline assessment of the sustainability of the SFPUC organization, and policy and practices.	Regular	07/30/08
4110-04/05	Public Utilities Commission	$2,090,000	Will design, build and install 295 kilowatts at Pier 50, Shed D.	Regular	05/31/06
4107-97/98	Public Works	Increase Amount $1,239,942 New Amount $5,444,811	Will provide design, construction support, and construction management services for seismic retrofit and rehabilitation of the 4th Street Bridge.	Regular	06/30/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) ELECTION OF OFFICERS

Recommendation: Postpone to the meeting of June 20, 2005

(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0319-05-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0320-05-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (File No. 0497-04-1) – Action Item

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Arts Commission	Public Library
Asian Art Museum	Office of the Mayor
Assessment Appeals Board	Municipal Transportation Agency
Board of Supervisors, Clerk of the Board of Supervisors	Police Department
Board of Supervisors, Sunshine Ordinance Task Force	Port of San Francisco
Department of Building Inspection	Private Industry Council of San Francisco, Inc.
Office Of The City Attorney	Public Defender
Citizen's General Obligation Bond Oversight Committee	Public Utilities Commission
Civil Service Commission	Recreation and Parks Department
Office of the Controller	Residential Rent Stabilization and Arbitration Board
Office of the District Attorney	Retirement System
Entertainment Commission	Commission and Department on the Status of Women
Department of the Environment	Taxi Commission
Fine Arts Museum	Telecommunications and Information Services
San Francisco Fire Department	Tax Collector
Health Commission and Department of Public Health	Treasurer
Department of Human Resources	Youth Commission
Juvenile Probation Commission	Office of Economic & Workforce Development
City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Southeast Community Facility Commission
San Francisco Children & Families Commission	Emergency Communications Department
San Francisco Sheriff's Department	Health Service System
Department of Building InspectionBoard of Examiners	***Board of Appeals***

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004: Continue to the meeting of October 4, 2004.

October 4, 2004: Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.

October 18, 2004: Continue to the meeting of November 1, 2004.

November 1, 2004: Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.

November 15, 2004: Continue to the meeting of December 6, 2004.

December 6, 2004: Continue to the meeting of December 20, 2004.

December 20, 2004: Continue to the meeting of January 3, 2005.

January 3, 2005: Continue to the meeting of January 18, 2005.

January 18, 2005: Continue to a meeting when comments being prepared by Commissioner Casper are completed.

Recommendation: Review; Forward comment to the Ethics Commission.

(10) Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works. (File No. 0321-05-11) – Discussion and Possible Action Item

Recommendation: Open for Discussion

(11) Review of request for approval of proposed personal services contracts. (File No. 0326-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-04/05	Airport	$100,000	To provide consulting services to San Mateo County regarding noise reduction programs at SFO to benefit local surrounding communities.	Regular	06/30/05

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: permanent civil service appointment of Jeniece Fee, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0547-04-7) - Action Item**

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City & County service; No future employment with the Municipal Transportation Agency that requires a Class B or P driver's license; No future employment with the Municipal Transportation Agency.

(13) **Determination of future employability: permanent civil service appointment of Steven Higley, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0286-05-7) - Action Item**

Recommendation of the Director of Transportation: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City & County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(14) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

/05

MINUTES

Regular Meeting
June 6, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

4:55 p.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present (Left at 8:39 p.m.)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of May 16, 2005 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of May 16, 2005 – 2:00 p.m.

Action: Approve. (Vote of 5 to 0)

0318-05-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2011-04/05	Public Health	$3,400,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	06/30/09
2012-04/05	Public Health	$4,000,000	Will provide community based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco, including access to transportation, adult day recreation programs, and therapeutic art programs.	Continuing	06/30/09
2013-04/05	Public Health	$110,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations.	Continuing	06/30/09
2014-04/05	Human Services	$150,000	Will provide training for families interested in becoming foster parents. Also on-going training to keep foster parents current on special child-rearing issues.	Continuing	06/30/09
2015-04/05	Human Services	$265,000	Will provide support and education to families in order to strengthen the family base and maintain children in their birth homes.	Continuing	06/30/09
2016-04/05	Human Services	$547,000	Services are designed as the entry point into child welfare and family preservation services. These services are mandated child abuse reporting and parental stress hotlines that connect parents and caregivers in crisis with response and counseling services.	Continuing	06/30/09
2017-04/05	Human Services	$1,400,000	Will recruit appropriate families throughout the Bay Area and other counties, provide orientations, induction training, home study, and post-adoption services to the families, and facilitate the matching of adoptive families to San Francisco children.	Continuing	06/30/09
2018-04/05	Human Services	$1,700,000	Will provide services that are designed as in-home based family services to help families with effective family preservation and respite services to adoptive and foster parents of children placed from San Francisco County.	Continuing	06/30/09
2019-04/05	Human Services	$2,100,000	Will provide services to prepare youth for leaving the foster care system and provide them with post foster care services. The services are designed for youth age 14 through age 24.	Continuing	06/30/09
2020-04/05	Human Services	$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	06/30/09
2021-04/05	Human Services	$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	06/30/09
2022-04/05	Human Services	$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	06/30/09
2023-04/05	Human Services	$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	06/30/09

2024-04/05	Human Services	$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	06/30/09
2025-04/05	Human Services	$45,500,000	Will provide childcare services to low-income and CalWORKs families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	06/30/09
2026-04/05	Human Services	$48,000,000	Will provide services as the employer of record for the In-Home Supportive Services Program (HSS), establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	06/30/09
4096-04/05	Airport Commission	$60,000	Will prepare SFO's Cost Allocation Plan ("CAP") for the year ended June 30, 2004 and advise SFO on the proper establishment of responsibility accounting within SFO's on-line Financial and Management Information System ("FAMIS").	Regular	06/30/05
4097-04/05	Airport Commission	$80,000	Will provide parking citation and hearing services.	Regular	06/30/06
4098-04/05	Airport Commission	$5,000,000	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	Regular	01/31/07
4099-04/05	Airport Commission	$120,000	Will provide consulting services to San Mateo County that will support noise reduction programs at SFO to benefit areas in which noise from aircraft operations is produced and evaluate impacts created in communities adjacent to SFO.	Regular	06/30/06
4100-04/05	Mayor's Office	$300,000	Will conduct and coordinate state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/06
4101-04/05	Mayor's Office	$300,000	Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/06
4102-04/05	Police	$1,773,000	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the workplace.	Regular	06/30/08
4103-04/05	Public Health	$3,552,250	Will pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/06
4104-04/05	Public Health	$1,000,000	Will perform environmental assessments and survey customers utilizing the services at the Community Health Network (CHN) and providers, such as doctors, nurses and administrators for replacement building plans.	Regular	06/30/07
4105-04/05	Public Health	$5,000,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	06/30/09
4106-04/05	Police	$326,178	Will provide phlebotomy services, must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Regular	06/30/08

4107-04/05	Public Health	$115,000	Will provide intermittent, as-needed podiatry services for the inmates of the City & County of San Francisco jail system; will treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries.	Regular	06/30/09
4108-04/05	Public Utilities Commission	$89,463	Will provide continuity in construction closeout support services and claim support services for Project WD-2327.	Regular	04/30/06
4109-04/05	Public Utilities Commission	$500,000	Will provide assessment, analysis and planning services for the SFPUC Sustainability Plan. Includes developing a work plan; developing a baseline assessment of the sustainability of the SFPUC organization, and policy and practices.	Regular	07/30/08
4110-04/05	Public Utilities Commission	$2,090,000	Will design, build and install 295 kilowatts at Pier 50, Shed D.	Regular	05/31/06
4107-97/98	Public Works	Increase Amount $1,239,942 New Amount $5,444,811	Will provide design, construction support, and construction management services for seismic retrofit and rehabilitation of the 4th Street Bridge.	Regular	06/30/06

Speakers: Galen Leung, Department of Public Health spoke on PSC #s 2011-04/05 through 2013-04/05 & 4104-04/05.
David Curto, Human Services Agency spoke on PSC #s 2014-04/05 through 2026-04/05.
Tim West and Sin Yee Poon, SEIU 790 spoke on PSC #s 2014-04/05 through 2026-04/05.
Lily Lee, Noel Pinto & John Marquez, San Francisco International Airport spoke on PSC #s 4097-04/05 through 4099-04/05.
Capt. Sandra Tong, San Francisco Police Department spoke on PSC #s 4102-04/05.
Scott McPherson, Public Utilities Commission spoke on PSC #s 4109-04/05

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
PSC #s 2011-04/05 through 2013-04/05 & 4104-04/05
(Vote of 4 to 0; Commissioner Becerril missed vote)

ELECTION OF OFFICERS (Item No. 6)

Speakers: None.

Action: Postpone to the meeting of June 20, 2005. (Vote 5 to 0)

0319-05-5 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 7)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional

six months, through December 31, 2005, upon agreement with the affected employee organizations. (Vote 5 to 0)

0320-05-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 8)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0497-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities for the following departments. (Item No. 9)**

Department of Administrative Services	Human Rights Commission
Adult Probation Department	Immigrant Rights Commission
Airport Commission	Law Library
Arts Commission	Public Library
Asian Art Museum	Office of the Mayor
Assessment Appeals Board	Municipal Transportation Agency
Board of Supervisors, Clerk of the Board of Supervisors	Police Department
Board of Supervisors, Sunshine Ordinance Task Force	Port of San Francisco
Department of Building Inspection	Private Industry Council of San Francisco, Inc.
Office Of The City Attorney	Public Defender
Citizen's General Obligation Bond Oversight Committee	Public Utilities Commission
Civil Service Commission	Recreation and Parks Department
Office of the Controller	Residential Rent Stabilization and Arbitration Board
Office of the District Attorney	Retirement System
Entertainment Commission	Commission and Department on the Status of Women
Department of the Environment	Taxi Commission
Fine Arts Museum	Telecommunications and Information Services
San Francisco Fire Department	Tax Collector
Health Commission and Department of Public Health	Treasurer
Department of Human Resources	Youth Commission
Juvenile Probation Commission	Office of Economic & Workforce Development
City Administrator	Office of Citizen Complaints
Arts Commission	Juvenile Probation Department
Department of Child Support Services	Fire Commission
Department of Public Works	Human Services Agency & the Department of Human Services
Aging & Adult Services Commission & the Department of Aging & Adult Services	Southeast Community Facility Commission
San Francisco Children & Families Commission	Emergency Communications Department
San Francisco Sheriff's Department	Health Service System
Department of Building Inspection Board of Examiners	***Board of Appeals***

August 16, 2004: Continue to the meeting of September 7, 2004.

September 7, 2004: Separate in-house and outside activities; Continue to the meeting of September 20, 2004.

September 20, 2004:	Continue to the meeting of October 4, 2004.
October 4, 2004:	Submit preliminary comments and approve complete comments at the meeting of October 18, 2004.
October 18, 2004:	Continue to the meeting of November 1, 2004.
November 1, 2004:	Continue to the meeting of November 15, 2004. Forward preliminary comments to the Ethics Commission.
November 15, 2004:	Continue to the meeting of December 6, 2004.
December 6, 2004:	Continue to the meeting of December 20, 2004.
December 20, 2004:	Continue to the meeting of January 3, 2005.
January 3, 2005:	Continue to the meeting of January 18, 2005.
January 18, 2005:	Continue to a meeting when comments being prepared by Commissioner Casper are completed.
Speakers:	None.
Action:	Staff to submit comments to the Ethics Commission. (Vote of 4 to 0; Commissioner Becerril missed vote)

0321-05-11 Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works. (Item No. 10)

Speakers:

1) Kate Favetti, Executive Officer, CSC
2) Tammy Wong, Department of Public Works – Explained process by which 55 eligibles were hired; exam process and secondary interview process.
3) Genevie Gallegos, Attorney, La Raza Centro Legal, Inc. – Objects to weights of scores; oral exam unfair according to workers; objects to second oral exam.
4) Brian Hill, Former 7514 – Spoke on scores; was told by DPW they'd be hired based on their work history; were told they didn't have to appeal because they would all be hired.
5) Edward Redd, Former 7514 – Happy with rank so didn't appeal; objects to second exam process.
6) Anthony Travis, Former 7514 – SLUG workers got hired.
7) Jeff Fuller, Former 7514 – Stated that Mohammed Nuru and Union said if they didn't apply for 7501, jobs would be ceased
8) Michael Wilson, Former 7514 – Stated that they were held over until 7501 program was implemented; could have been let go but were kept until program was up and running, and then let go.

Action:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, **July 5, 2005.**
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, **July 18, 2005**. (Vote 5 to 0)

0326-05-8 Review of request for approval of proposed personal services contracts. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-04/05	Airport	$100,000	To provide consulting services to San Mateo County regarding noise reduction programs at SFO to benefit local surrounding communities.	Continuing	06/30/05

Speakers: John Marquez, San Francisco International Airport.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0547-04-7 Determination of future employability: permanent civil service appointment of Jeniece Fee, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)

Speakers: Mike Casey, Municipal Transportation Agency
Jeniece Fee, Appellant
Deborah Woodley, Peer Counselor for Ms. Fee

Action: No future employment with the City and County of San Francisco in any position that requires a Class B or BP drivers license or driving any vehicle in the course of City employment. (Vote of 5 to 0)

0286-05-7 Determination of future employability: permanent civil service appointment of Steven Higley, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)

Speakers: None.

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City & County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse. Mr. Higley failed to appear.
(Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Discussion: No updates. The Executive Officer announced that extra copies of the Civil Service Reform Report were available at the meeting.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan R. Gorrono inquired about the letter received from George Engler, Attorney for Joseph Engler requesting the Commission to subpoena a copy of the transcript of a deposition of Capt. Richard Bruce. Anita Sanchez, Assistant Executive Officer informed the Commission that the request has been transmitted to the City Attorney's Office.

ADJOURNMENT

8:43 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, June 13, 2005

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) - As Defendant; One Case

IV. Reconvene in open session
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
B) Disclosure of action taken in closed session.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/9/05

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

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VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, June 13, 2005
12:30 p.m.

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I. The Special Meeting was called to order at 12:52 p.m.

Present: Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Not Present: President Linda Richardson

Vice President Thomas T. Ng presided

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.20 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION – (Discussion and Possible Action Item) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 12:55 p.m. in City Hall, Room 400 and the following were present:

Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Denise Cannonier-Craig, Department of Human Resources
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Philip Ginsburg, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney
Bruce Topp, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 2:42 p.m.

IV. Reconvened in open session at 2:42 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.23 (a) (Action Item)
B) Disclosure of action taken in closed session

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

2:43 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
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PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, June 20, 2005

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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06-17-05A09:37 RCVD

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) - As Defendant; One Case

IV. Reconvene in open session

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

B) Disclosure of action taken in closed session.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/15/05

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Minutes of Special Meeting – Closed Session

Monday, June 20, 2005
1:00 p.m.

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I. The Special Meeting was called to order at 1:14 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril Missed Item I
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to assert the attorney – client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.20 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION – (Discussion and Possible Action Item) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 1:16 p.m. in City Hall, Room 400 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Vicki Clayton, Deputy City Attorney
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Stacey Lucas, Deputy City Attorney
Anita Sanchez, Assistant Executive Officer, CSC
Bruce Topp, Department of Human Resources

Closed Session ended at 2:28 p.m.

IV. Reconvened in open session at 2:28 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.23 (a) (Action Item)
B) Disclosure of action taken in closed session

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

2:29 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 20, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

5:00 P.M. AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 20, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of June 6, 2005 – 12:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of June 6, 2005 – 2:00 p.m.

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS – Action Item**

June 6, 2005: Postpone to the meeting of June 20, 2005.

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0353-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4112-04/05	District Attorney	$90,000	Will provide services to women and trans-gendered individuals who have experienced sexual exploitation and violence.	Regular	06/30/06
4113-04/05	Public Works	$300,000	Will provide services for financial consulting in facilities acquisition in conjunction with Hunters Point Shipyard Phase One Improvements - Community Facilities District No. 7 (CFD #7).	Regular	07/14/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0319-05-5) – Action Item

June 6, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules, through December 31, 2005, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0320-05-5) – Action Item

June 6, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through December 31, 2005, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Joseph Engler of the Human Resources Director's decision to administratively close complaint for failure to sufficiently raise a discrimination claim. (File No. 0927-04-6) – Action Item

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

May 16, 2005: Postpone to the meeting of June 20, 2005 at the request of George Engler, Attorney.

Recommendation: Deny the appeal by Joseph Engler. Sustain the decision of the Human Resources Director to administratively close his discrimination complaint.

(10) Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (File No. 0251-04-4) – Action Item

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

May 2, 2005:	Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.
May 16, 2005:	Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim.
Recommendation of the San Francisco Police Department:	Adopt the report. Deny the complaint regarding non-selection in Q – 60 Lieutenant List P-21 adopted June 13, 2000 and expired on June 12, 2004.

(11) Appeal by Kelly Surin of the rejection of application for the examination for Purchaser (Job Code 1952). (File No. 0092-05-4) – Action Item

Recommendation:	Deny the appeal by Kelly Surin. Sustain the decision of the Human Resources Director to reject the application of Kelly Surin for the examination for Purchaser (Job Code 1952).

(12) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (File No. 0100-04-6) - Action Item

September 20, 2004:	Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.
October 18, 2004:	Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
December 6, 2004:	Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.
March 7, 2005:	Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted.
April 4, 2005:	Postpone to the meeting of May 16, 2005 at the request of Jerry Cimmet. Mr. Cimmet indicated that if he cannot attend, he will have a colleague present for the hearing.
May 16, 2005:	(1) Continue to the meeting of June 20, 2005; require the Public Utilities Commission and Department of Human Resources to provide the requested records and notes to appellant's attorney Jerry Cimmet. In the event there are no records, submit statement to the Executive Officer by May 31, 2005 for the June 20, 2005 meeting. (Vote of 2 to 2; Commissioners Ng and Gorrono dissent.) (2) Motion failed; Postpone to the meeting of June 20, 2005.

Recommendation of the Human Resources Director: Deny the appeal by Deborah Wright. Sustain the decision of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination.

5:00 P.M. AGENDA

(13) Request for reconsideration by SEIU United Healthcare Workers West of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. (File No. 0323-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

May 16, 2005: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

Recommendation: Open for discussion.

(14) Reconsideration of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. (File No. 0323-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: permanent civil service appointment of Paul Held, Automotive Machinist (Job Code 7313) Administrative Services. (File No. 0483-04-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(16) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(17) **Proposed Charter Amendment for Immediate Response: Amendment to Charter Sections A8.509, A8.526, A8.527-2, and 12.100 to increase retirement benefits to eligible employees. (BOS File No. 050931) – Action Item**

Recommendation: Open for discussion.

(18) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(19) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(20) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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4
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2

AGENDA
Regular Meeting
of
June 20, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

5:00 P.M. AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 20, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of June 6, 2005 – 12:30 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of June 6, 2005 – 2:00 p.m.

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – Action Item

June 6, 2005: Postpone to the meeting of June 20, 2005.

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0353-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4112-04/05	District Attorney	$90,000	Will provide services to women and trans-gendered individuals who have experienced sexual exploitation and violence.	Regular	06/30/06
4113-04/05	Public Works	$300,000	Will provide services for financial consulting in facilities acquisition in conjunction with Hunters Point Shipyard Phase One Improvements - Community Facilities District No. 7 (CFD #7).	Regular	07/14/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(7) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0319-05-5) – Action Item

June 6, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules, through December 31, 2005, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice.

(8) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0320-05-5) – Action Item

June 6, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

Recommendation: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through December 31, 2005, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice.

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May 16, 2005: Postpone to the meeting of June 20, 2005 at the request of George Engler, Attorney.

Recommendation: Deny the appeal by Joseph Engler. Sustain the decision of the Human Resources Director to administratively close his discrimination complaint.

(10) Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (File No. 0251-04-4) – Action Item

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

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May 16, 2005:	Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim.
Recommendation of the San Francisco Police Department:	Adopt the report. Deny the complaint regarding non-selection in Q – 60 Lieutenant List P-21 adopted June 13, 2000 and expired on June 12, 2004.

(11) Appeal by Kelly Surin of the rejection of application for the examination for Purchaser (Job Code 1952). (File No. 0092-05-4) – Action Item

Recommendation:	Deny the appeal by Kelly Surin. Sustain the decision of the Human Resources Director to reject the application of Kelly Surin for the examination for Purchaser (Job Code 1952).

(12) Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (File No. 0100-04-6) - Action Item

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May 16, 2005:	(1) Continue to the meeting of June 20, 2005; require the Public Utilities Commission and Department of Human Resources to provide the requested records and notes to appellant's attorney Jerry Cimmet. In the event there are no records, submit statement to the Executive Officer by May 31, 2005 for the June 20, 2005 meeting. (Vote of 2 to 2; Commissioners Ng and Gorrono dissent.) (2) Motion failed; Postpone to the meeting of June 20, 2005.

Recommendation of the Human Resources Director: Deny the appeal by Deborah Wright. Sustain the decision of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination.

5:00 P.M. AGENDA

(13) Request for reconsideration by SEIU United Healthcare Workers West of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. (File No. 0323-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

May 16, 2005: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

Recommendation: Open for discussion.

(14) Reconsideration of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. (File No. 0323-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: permanent civil service appointment of Paul Held, Automotive Machinist (Job Code 7313) Administrative Services. (File No. 0483-04-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(16) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(17) **Proposed Charter Amendment for Immediate Response: Amendment to Charter Sections A8.509, A8.526, A8.527-2, and 12.100 to increase retirement benefits to eligible employees. (BOS File No. 050931) – Action Item**

Recommendation: Open for discussion.

(18) **Proposed Charter Amendment for Immediate Response: Amendment to City Charter - Repealing Section 4.110 regarding the Health Commission, and adding a new Article VIIIC, to increase the autonomy and fiscal authority of the Health Commission. (BOS File No. 031567) – Action Item**

Recommendation: Open for discussion.

(19) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(20) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(21) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 20, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:39 p.m.

ROLL CALL

President Linda Richardson	Present (Left at 4:21 p.m. during Item #12; Missed Items 12-20)
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Left at 5:47 p.m. and returned at 5:54 p.m.; Missed Items 12 & 15)

President Linda Richardson presided until 4:21 p.m. (Items 1-11)

Vice President Thomas T. Ng presided upon the departure of President Linda Richardson (Items 12-21)

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Timothy West, SEIU Local 790 requested and was granted a continuance of Item #11 – Appeal by Kelly Surin of the rejection of application for the examination for Purchaser (Job Code 1952) – to the meeting of July 5, 2005. (Vote of 5 to 0)

APPROVAL OF MINUTES

Special Meeting of June 6, 2005 – 12:30 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 6, 2005 – 2:00 p.m.

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

Due to the July 4, 2005 Independence Day holiday, the next Civil Service Commission meeting will be held on July 5, 2005 at 10:00 a.m. in Room 408, City Hall.

The Executive Officer introduced Vicki Clayton as Legal Counsel substituting for Paul Zarefsky, Deputy City Attorney. Deputy City Attorney Clayton previously served as Commission Counsel for approximately ten years.

The Executive Officer introduced Dorothy Yee, Department of Human Resources, substituting for Philip Ginsburg, Human Resources Director.

ELECTION OF OFFICERS

June 6, 2005: Postpone to the meeting of June 20, 2005.

Disclosure: Commissioner Alicia D. Becerril disclosed that Commissioner Gorrono informed her that he spoke to Commissioner Ng who is not interested in becoming President and wanted Commissioner Gorrono to be President; Commissioner Morgan Gorrono spoke to Commissioner Ng, then to Commissioner Becerril of her interest in becoming President of the Commission.

Action: Postpone to the meeting of July 5, 2005. (Vote of 4 to 1; Commissioner Gorrono dissents).

0353-05-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4112-04/05	District Attorney	$90,000	Will provide services to women and trans-gendered individuals who have experienced sexual exploitation and violence.	Regular	06/30/06
4113-04/05	Public Works	$300,000	Will provide services for financial consulting in facilities acquisition in conjunction with Hunters Point Shipyard Phase One Improvements - Community Facilities District No. 7 (CFD #7).	Regular	07/14/07

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0319-05-5 Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 7)

June 6, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

Speakers: Yvette Gamble, Civil Service Commission

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules, through December 31, 2005, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice. (Vote of 5 to 0)

0320-05-5 Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 8)

June 6, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2005, upon agreement with the affected employee organizations.

Speakers: Yvette Gamble, Civil Service Commission

Action: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, through December 31, 2005, for Local 21, Local 250, and Local 790, excluding Local 535 until further notice. (Vote of 5 to 0)

0927-04-6 Appeal by Joseph Engler of the Human Resources Director's decision to administratively close complaint for failure to sufficiently raise a discrimination claim. (Item No. 9)

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

May 16, 2005: Postpone to the meeting of June 20, 2005 at the request of George Engler, Attorney.

Item #9 (continued)

Speakers: Elizabeth Jacobi, Department of Human Resources
George Engler, Attorney
Richard Bruce, Captain, San Francisco Police Department spoke as an individual in support of Joseph Engler.
Joseph Engler, Appellant

Action: Based on the additional information presented, the Commission instructed further investigation by the Department of Human Resources. (Vote of 5 to 0)

0251-04-4 Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (Item No. 10)

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

May 16, 2005: Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim.

Disclosure: Commissioner Alicia D. Becerril disclosed that she was not present at the May 16, 2005 meeting and she had not listened to the tape recording of this item. She requested to be excused from voting on this item. The Commission approved the request. (Vote of 4 to 0)

Speakers: Elizabeth Jacobi, Department of Human Resources

Action: Grant claim. (Vote of 3 to 1) Commissioner Casper dissents on the basis that: 1) the 9-point secondary criteria selection process was not contained in the examination announcement and was not required by the Commission's Rules, and 2) the procedure, having been adopted voluntarily by the department, could have been voluntarily amended, altered or waived by the department, so long as any amendment, alteration or waiver did not result in a non-merit alternate system, one not based on merit principles.

0092-05-4 Appeal by Kelly Surin of the rejection of application for the examination for Purchaser (Job Code 1952). (Item No. 11)

Speakers: Timothy West, SEIU Local 790

Action: Postpone to the meeting of July 5, 2005 at the request of Timothy West, SEIU Local 790. (The Executive Officer reiterated that the meeting will be held Tuesday, July 5, 2005 at 10:00 a.m. in Room 408, City Hall. (Vote of 5 to 0)

0100-04-6 Appeal by Deborah Wright of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination. (Item No. 12)

September 20, 2004: Postpone to the meeting of October 18, 2004 at the request of Jerry Cimmet, Attorney.

October 18, 2004: Postpone to the meeting of December 6, 2004 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

December 6, 2004: Postpone to the meeting of March 7, 2005 at the request of Jerry Cimmet, Attorney and the Department of Human Resources.

March 7, 2005: Postpone to the meeting of April 4, 2005 at the request of Jerry Cimmet, Attorney. The Commission stipulated this will be the last continuance granted.

April 4, 2005: Postpone to the meeting of May 16, 2005 at the request of Jerry Cimmet. Mr. Cimmet indicated that if he cannot attend, he will have a colleague present for the hearing.

May 16, 2005:
(1) Continue to the meeting of June 20, 2005; require the Public Utilities Commission and Department of Human Resources to provide the requested records and notes to appellant's attorney Jerry Cimmet. In the event there are no records, submit statement to the Executive Officer by May 31, 2005 for the June 20, 2005 meeting. (Vote of 2 to 2; Commissioners Ng and Gorrono dissent.)
(2) Motion failed; Postpone to the meeting of June 20, 2005.

Disclosure: Commissioner Alicia D. Becerril stated that she had listened to the tape of the May 16, 2005 meeting and was ready to participate in the vote on this item.

Item #12 (continued)

Speakers: Elizabeth Jacobi, Department of Human Resources
Jerry Cimmet, Attorney
Michael DeBellis, Public Utilities Commission
Diana Garcia, Department of Human Resources
Deborah Wright, Appellant

Action: Deny the appeal by Deborah Wright. Sustain the decision of the Human Resources Director's finding of insufficient evidence to sustain the charge of retaliation or discrimination.
(Vote of 3 to 0; Commissioners Richardson and Gorrono missed vote)

0323-05-8 Request for reconsideration by SEIU United Healthcare Workers West of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. (Item No. 13)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

May 16, 2005: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

Speakers: Kim Tavaglione, SEIU United Healthcare Workers
Galen Leung, Department of Public Health
Robert Thomas, Department of Public Health
Yuhum Digdigan, Department of Public Health

Action: Deny request for reconsideration of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. However, the Commission instructed the Department of Public Health to provide monthly reports to SEIU Healthcare Workers on represented classes utilized under PSC #4087-04/05.
(Vote of 4 to 0; Commissioner Richardson missed vote)

0323-05-8 Reconsideration of the action taken by the Civil Service Commission to approve PSC #4087-04/05 on May 16, 2005. (Item No. 14)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-04/05	Public Health	$10,800,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Regular	06/30/09

Speakers: None.

Action: Off calendar. (Vote of 4 to 0; Commissioner Richardson missed vote)

0483-04-7 Determination of future employability: permanent civil service appointment of Paul Held, Automotive Machinist (Job Code 7313) Administrative Services. (Item No. 15)

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco. (Vote of 3 to 0; Commissioners Richardson and Gorrono missed vote.) Mr. Held failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Discussion: No updates.

EXECUTIVE OFFICER'S REPORT

BOS File No. 050931 Proposed Charter Amendment for Immediate Response: Amendment to Charter Sections A8.509, A8.526, A8.527-2, and 12.100 to increase retirement benefits to eligible employees. (Item No. 17)

Speakers: Kate Favetti, Executive Officer

Action: Forward comment to the Board of Supervisors that this matter is not under the jurisdiction of the Civil Service Commission. (Vote of 4 to 0)

BOS File No. 031567 **Proposed Charter Amendment for Immediate Response: Amendment to City Charter - Repealing Section 4.110 regarding the Health Commission, and adding a new Article VIIIC, to increase the autonomy and fiscal authority of the Health Commission. (Item No. 18)**

Speakers: Kate Favetti, Executive Officer

Action: Support advance comments forwarded to the Board of Supervisors by the Executive Officer and clarify that the decentralized examination and classification program at the Department of Public Health is subject to the merit system provisions in Article X and other sections of the City Charter. Forward comments to the Board of Supervisors. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

6:30 p.m.

Adjourned in memory of Demo Adams, former employee of the Civil Service Commission who passed away on June 12, 2005. The Commission directed the Executive Officer to extend condolences to the Adams family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Tuesday, July 5, 2005
9:00 a.m.

I. The Special Meeting was called to order at 9:16 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Not Present: Commissioner Alicia D. Becerril

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President Linda Richardson presided

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold a closed session to consider the Performance Appraisal of the Executive Officer, Kate Favetti pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) – Public Employee Performance Appraisal, Kate Favetti, Executive Officer. (Action Item)

A) PUBLIC EMPLOYEE PERFORMANCE APPRAISAL – (DISCUSSION AND POSSIBLE ACTION ITEM)
California Government Code Section 54957 (b) and San Francisco Administrative Code Section 67.10 (B) – Performance Appraisal of Kate Favetti, Executive Officer.

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 9:17 a.m. in City Hall, Room 408 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Anita Sanchez, Assistant Executive Officer, CSC

Closed Session ended at 9:50 a.m.

IV. Reconvened in open session at 9:52 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
B) Disclosure of action taken in closed session

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

9:52 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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15/05
special
meeting

Agenda and Notice of Special Meeting – Closed Session

Tuesday, July 5, 2005

9:00 a.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold a closed session to consider the Performance Appraisal of the Executive Officer, Kate Favetti pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) – Public Employee Performance Appraisal, Kate Favetti, Executive Officer. (Action Item)

A) PUBLIC EMPLOYEE PERFORMANCE APPRAISAL – (DISCUSSION AND POSSIBLE ACTION ITEM)
California Government Code Section 54957 (b) and San Francisco Administrative Code Section 67.10 (B) – Performance Appraisal of Kate Favetti, Executive Officer.

IV. Reconvene in open session
A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)
B) Disclosure of action taken in closed session.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 6/29/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Acting Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

Civil Service Commission

July 05, 2005 Closed Session

Minutes of Special Meeting – Closed Session

Tuesday, July 5, 2005
9:00 a.m.

I. The Special Meeting was called to order at 9:16 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Not Present: Commissioner Alicia D. Becerril

President Linda Richardson presided

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II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold a closed session to consider the Performance Appraisal of the Executive Officer, Kate Favetti pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) – Public Employee Performance Appraisal, Kate Favetti, Executive Officer. (Action Item)

A) PUBLIC EMPLOYEE PERFORMANCE APPRAISAL – (DISCUSSION AND POSSIBLE ACTION ITEM)
California Government Code Section 54957 (b) and San Francisco Administrative Code Section 67.10 (B) – Performance Appraisal of Kate Favetti, Executive Officer.

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 9:17 a.m. in City Hall, Room 408 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Anita Sanchez, Assistant Executive Officer, CSC

Closed Session ended at 9:50 a.m.

IV. Reconvened in open session at 9:52 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

B) Disclosure of action taken in closed session

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

9:52 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
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THOMAS T. NG
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COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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15/05

AGENDA

Regular Meeting
of

July 5, 2005

10:00 a.m.

ROOM 408, CITY HALL

1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS - 12:20 p.m.

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 5, 2005
10:00 a.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of June 13, 2005 – 12:30 p.m. Closed Session

Recommendation: Approve.

Special Meeting of June 20, 2005 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of June 20, 2005 – 2:00 p.m.

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS – 12:20 P.M.

(5) ELECTION OF OFFICERS – Action Item

June 6, 2005: Postpone to the meeting of June 20, 2005.

June 20, 2005: Postpone to the meeting of July 5, 2005.

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0372-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1017-05/06	Airport	$400,000	Will provide professional consulting services to assist the airlines represented by the San Francisco Airlines Airport Affairs Committee (SFAAAC) in the review and analysis of the Airport's Rates and Charges and Capital Plan expenditures.	Annual	06/30/06
4000-05/06	Airport	$70,000	Will provide advice and assistance to the Airport in promptly submitting noise reports and noise contour maps on the status of the noise impact area and the progress in achieving and maintaining full compliance with state regulations.	Regular	06/30/06
4001-05/06	Airport	$112,500	Will represent SFO's interests in the United States Congress as it is affected by Federal legislation.	Regular	06/30/06
4002-05/06	Airport	$220,000	Will partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County.	Regular	06/30/06
4003-05/06	Airport	$300,000	Will provide arbitrage rebate consulting services as well as as-needed investment advisory services, which includes assisting, educating and advising the Airport regarding investment strategies and the use of derivatives and structuring.	Regular	06/30/06
4004-05/06	Airport	$1,000,000	Will continue to execute specific marketing program in the updated strategic marketing plan and launch a comprehensive marketing campaign in support of SFO Parking programs.	Regular	06/30/06
4005-05/06	Airport	$5,000,000	Will provide removal of all solid waste, and removal of bins for up to five source-separated recyclables from the San Francisco International Airport.	Regular	07/31/10

4006-05/06	Mayor's Office of Housing	$70,000	Will prepare for Environmental Review Records, Environmental Assessments and Environmental Impact Statements for the Mayor's Office of Housing (MOH) and the Mayor's Office of Community Development (MOCD) under the National Env. Policy Act.	Regular	06/30/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Kelly Surin of the rejection of application for the examination for Purchaser (Job Code 1952). (File No. 0092-05-4) – Action Item

June 20, 2005: Postpone to the meeting of July 5, 2005 at the request of Timothy West, SEIU Local 790.

Recommendation: Deny the appeal by Kelly Surin. Sustain the decision of the Human Resources Director to reject the application of Kelly Surin for the examination for Purchaser (Job Code 1952).

(8) Appeal by Lee Ann Martin of the Human Resources Director's finding of insufficient evidence to sustain the charges of harassment and retaliation. (File No. 0046-05-6) - Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the Human Resources Director's finding of insufficient evidence to sustain the charges of harassment and retaliation; Deny the appeal by Ms. Martin.

(9) Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works (File No. 0321-05-11) – Discussion and Possible Action Item

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, **July 5, 2005.**
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, **July 18, 2005**. (Vote 5 to 0)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney-client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b)-Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – **(Discussion and Possible Action Item)**
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant; One Case. Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works.

C) Reconvene in open session:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**
2) Disclosure of action taken in closed session.

Recommendation Open for Discussion

(10) **Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List applicable to the Police Department Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) - (Announcement No. 52496 – Amended and reissued November 4, 2004). (File No. 0377-05-5) – Discussion and Possible Action Item**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney-client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b)-Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – **(Discussion and Possible Action Item)**
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant; One Case. Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List (Announcement No. 52496 – Amended and reissued November 4, 2004).

C) Reconvene in open session:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**
2) Disclosure of action taken in closed session.

Recommendation: Rule of Five Scores Certification for the first twenty-five (25) ranks; statistically valid grouping with a confidence factor of 1.64 and a band of 108 points for the remainder of the eligible list.

Note: Discussion and possible action is not limited to the above recommendation.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) **General Update on the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
5
15/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
July 5, 2005

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

10:00 a.m.

ROLL CALL

President Linda Richardson	Present
Vice President Thomas T. Ng	Present (Left at Item #10 – 1:50p.m.)
Commissioner Alicia D. Becerril	Present for Item #5 (12:17p.m. to 12:28p.m.)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 13, 2005 – 12:30 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Special Meeting of June 20, 2005 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of June 20, 2005 – 2:00 p.m.

Action: Approve. (Vote of 4 to 0)

SPECIAL ORDER OF BUSINESS – 12:20 P.M.

ELECTION OF OFFICERS

June 6, 2005: Postpone to the meeting of June 20, 2005.

June 20, 2005: Postpone to the meeting of July 5, 2005.

Action: Commissioner Linda Richardson was re-elected President for the term of office ending May 31, 2006. (Vote of 4 to 1; Commissioner Morgan R. Gorrono dissents) Commissioner Thomas Ng was re-elected Vice President for the term of office ending May 31, 2006. (Vote of 5 to 0)

0372-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1017-05/06	Airport	$400,000	Will provide professional consulting services to assist the airlines represented by the San Francisco Airlines Airport Affairs Committee (SFAAAC) in the review and analysis of the Airport's Rates and Charges and Capital Plan expenditures.	Annual	06/30/06
4000-05/06	Airport	$70,000	Will provide advice and assistance to the Airport in promptly submitting noise reports and noise contour maps on the status of the noise impact area and the progress in achieving and maintaining full compliance with state regulations.	Regular	06/30/06
4001-05/06	Airport	$112,500	Will represent SFO's interests in the United States Congress as it is affected by Federal legislation.	Regular	06/30/06
4002-05/06	Airport	$220,000	Will partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County.	Regular	06/30/06
4003-05/06	Airport	$300,000	Will provide arbitrage rebate consulting services as well as as-needed investment advisory services, which includes assisting, educating and advising the Airport regarding investment strategies and the use of derivatives and structuring.	Regular	06/30/06
4004-05/06	Airport	$1,000,000	Will continue to execute specific marketing program in the updated strategic marketing plan and launch a comprehensive marketing campaign in support of SFO Parking programs.	Regular	06/30/06

4005-05/06	Airport	$5,000,000	Will provide removal of all solid waste, and removal of bins for up to five source-separated recyclables from the San Francisco International Airport.	Regular	07/31/10
4006-05/06	Mayor's Office of Housing	$70,000	Will prepare for Environmental Review Records, Environmental Assessments and Environmental Impact Statements for the Mayor's Office of Housing (MOH) and the Mayor's Office of Community Development (MOCD) under the National Env. Policy Act.	Regular	06/30/06

Speakers: John Marquez and Sjohnna Knack, Airport Commission spoke on PSC #4000-05/06
Alice Sgourakk, Airport Commission spoke on PSC #4002-05/06
Kevin Kone, Airport Commission spoke on PSC #4003-05/06
John Marquez, Airport Commission spoke on PSC #4004-05/06
Arthur Lee and John Marquez, Airport Commission spoke on PSC #4005-05/06

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0092-05-4 **Appeal by Kelly Surin of the rejection of application for the examination for Purchaser (Job Code 1952). (Item No. 7)**

June 20, 2005: Postpone to the meeting of July 5, 2005 at the request of Timothy West, SEIU Local 790.

Speakers: Elizabeth Jacobi, Department of Human Resources
Karen Taylor, Department of Human Resources
Alvester Ellis, Office of Contract Administration
Kelly Surin, Appellant

Action: Deny the appeal by Kelly Surin. Sustain the decision of the Human Resources Director to reject the application of Kelly Surin for the examination for Purchaser (Job Code 1952).
(Vote of 4 to 0)

0046-05-6 **Appeal by Lee Ann Martin of the Human Resources Director's finding of insufficient evidence to sustain the charges of harassment and retaliation. (Item No. 8)**

Speakers: None.

Action: Adopt the report. Sustain the Human Resources Director's finding of insufficient evidence to sustain the charges of harassment and retaliation; Deny the appeal by Ms. Martin. (Vote of 4 to 0)
Ms. Martin failed to appear.

0321-05-11 Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works (Item No. 9)

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/ inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, **July 5, 2005.**
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, **July 18, 2005**. (Vote 5 to 0)

Speakers:

(1) Genevie Gallegos, Attorney, La Raza Centro Legal, Inc. spoke of workers being lulled into thinking that they would be hired permanently because of encouragement from managers and assurances that if they score high on the exam, they would be hired. As city officials made promises to these General Laborers, and these laborers detrimentally relied on these promises, Promissory Stopple applies. The relief that these laborers seek is to be returned to City service as permanent 7514 General Laborers with full seniority for their years of service to the City, compensatory damages and punitive damages as required by law.

(2) Brian Hill took the exam and scored 35 and was assured on numerous occasions that he had nothing to worry about. In the end, they were hood winked.

(3) Anthony Travis, Jr. stated that he understands that people are getting laid off all over the City. He has no problem getting laid off if he's laid off fairly.

(4) Larry Montoya stated that he ranked number seven out of 500 on the list with twenty years experience, he felt certain that he would be hired. In his opinion, they were done wrong.

(5) Byron Paz was told to just hang in there and that he was doing an excellent job. In the end, he lost another job that was offered to him by a private firm.

(6) Jason Hart stated that he scored number one on the exam and was still fired.

(7) David Rodriguez stated he was also laid off unlawfully. He scored number one also. He and his co-workers work very hard in the Tenderloin and still got laid off.

(8) Yim Bing Kwong expressed frustration in obtaining interview results. Was told she would be hired in the second round.
(9) Amy Ruth Craven has been working nine years with the Department of Public Works. Was told she would be permanent civil service on the list.
(10) Michael Rosenberg thought he would be hired permanent civil service. He ranked number one on the exam. He asked if he would be hired and told not to worry.
(11) Tommy Lam stated that he ranked sixteen. He was told not to worry, he would get hired later.
(12) Raul Sanchez has 21 years experience with Local 261. He designed a scoop that was better for picking up trash and also a lighter broom. He was told many times that he had nothing to worry about.
(13) Michael Wilson has three years experience with the City. He was told that he was a great worker on the "A" team. Not given a chance to appeal the results of the examinations.
(14) Dario Torio stated that he is a good worker. He did not complain because he was expecting to get hired but did not.
(15) Nelson Aguirre has three years as a provisional laborer. He did not appeal the results of the exam because he was told that he was a good worker and that he would be hired.
(16) Steven Chin has five years experience with the Department of Public Works. He got awards and was told that he was doing a good job.
(17) Jose Quezada was told he was doing a good job and that they would keep him.
(18) Gou Jie Huang stated that some who were lower in rank were hired permanent civil service.
(19) Edward Redd working with the City for five years. He made the list and was told he would be hired.
(20) Jeff Fuller scored number twelve on the list. He has worked for Department of Pubic Works for two and a half years. He was told by the Supervisor that they would be hired. We are looking for some justice and ask you to look deeply so that we can get their jobs back.
(21) Cui You Situ has four years experience at the Department of Public Works feel it was not right to lay her off and she wants her job back.
(22) Qi Chang Huang has three years experience and got laid off. She felt very despondent because she is a good responsible worker and she still got laid off. The whole swing shift got laid off.
(23) Qiong Fang Tan worked for the Department of Public Works for seven years and was a good worker. She was told that she would be hired permanently.
(24) Mohammed Nuru, Department of Public Works

(25) Philip Ginsburg, Human Resources Director
(26) Tammy Wong, Department of Public Works
(27) Denise Cannonier-Craig, Department of Human Resources

No closed session. Entire item was conducted in open session.

Action: Continue to the meeting of August 1, 2005. (Vote of 4 to 1; Commissioner Gorrono dissents.)

0377-05-5 **Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List applicable to the Police Department Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) - (Announcement No. 52496 – Amended and reissued November 4, 2004). (Item No. 10)**

A) Public comment on all matters pertaining to the Agenda item and the potential closed session.

Speakers:

(1) Deputy Chief Antonio Parra, San Francisco Police Department. The Department is seeking clarification on the implementation of Rule 213.
(2) Gary Delagnes, President, Police Officers Association requests to postpone action for further discussion. The POA doesn't now how many finished the exam- who may be promoted-are looking for clarification.
(3) Julian Hill, President, Officers for Justice has concerns and questions on appointment criteria, statistically valid grouping, demographics, the philosophy of the Consent Decree should continue – all should be given equal opportunity.
(4) Steve Balma should be more open, more transparent, easy to follow, been six months since the test without having the results.
(5) Michael Serujo, President, National Latino Police Officers Association is concerned with the issue of promotions.

B) Vote on whether to assert the attorney-client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b)-Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – **(Discussion and Possible Action Item)**
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant; One Case. Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List (Announcement No. 52496 – Amended and reissued November 4, 2004).

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:50 in City Hall, Room 408 and the following were present:
President Linda Richardson
Commissioner Donald A. Casper
Commisioner Morgan R. Gorrono
Denise Cannonier-Craig, Department of Human Resources
Kate Favetti, Civil Service Commission
Phil Ginsberg, Human Resources Director
Stacey Lucas, Deputy City Attorney
Anita Sanchez, Civil Service Commission
Molly Stump, Deputy City Attorney
Bruce Topp, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 2:26 p.m.

C) Reconvened in open session at 2:27 p.m.

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**

2) Disclosure of action taken in closed session

The Commission voted not to disclose action taken in closed session. (Vote of 3 to 0)

Action: Postpone to a Special Meeting to be scheduled the week of July 11, 2005. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update on the Department of Human Resources Activities and Issues.

Philip Ginsburg, Human Resources Director announced that effective July 11, 2005, John Zimmerman is the new Deputy Director of Workers' Compensation for the Department of Human Resources.

Rob Kellar, Department of Human Resources retired as of June 30, 2005 after 28 years of service to the City & County of San Francisco.

Imelda Soliman-Voluntad, a 1241 Personnel Analyst from the holdover roster will be joining Denise Cannonier-Craig's shop along with Mercedes Hernandez-Bran, a 1246 Principal Personnel Analyst.

As a result of the City's budget process, the Department of Human Resources has some additional funds to spend on human resources issues and civil service reform. Will be adding positions in the recruitment and assessment services group, Work Force Development Team, for training and performance management in order to reach the goal of performance evaluations for all City employees next year.

Positions were also added to the Labor Negotiating Team, funding for more automated examination procedures and on-line application and examination procedures and supervisory management training.

He invited the Commission to check out the Department of Human Resources website. Training Director Paul Van Houten has put together an incredible site on training where we are now getting information on training classes and training opportunities that all departments are doing. You will now be able to see a monthly calendar of the training that's going on.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

2:36 p.m.

Adjourned in memory of Julius Caesar Clopton, father of former Commissioner Karen Clopton.

Adjourned in memory of Orville Luster, community activist, social worker and friend to San Francisco's youth.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

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GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Wednesday, July 13, 2005

9:00 a.m.

Room 408 – City Hall
1 Dr. Carlton B. Goodlett Place

07-12-05A09:44 RCVD

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List applicable to the Police Department Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 – Amended and reissued November 4, 2004). (File No. 0377-05-5) – DISCUSSION AND POSSIBLE ACTION ITEM

IV. Vote on whether to assert the attorney – client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant: One Case. Implementation of Civil Service Commission Rule 213.7 Certification of Promotive Eligible List (Announcement No. 52.496 – Amended and reissued November 4, 2004).

July 5, 2005: Continue to a Special Meeting to be scheduled the week of July 11, 2005

Recommendation: Rule of Five Scores Certification for the first twenty-five(25) ranks; statistically valid grouping with a confidence factor of 1.64 and a band of 108 points for the remainder of the eligible list.

Note: Discussion and possible action is not limited to the above recommendation.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 7/8/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Adele.Destro@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Wednesday, July 13, 2005
9:00 a.m.

I. The Special Meeting was called to order at 9:08 a.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None. The Executive Officer announced she was informed that interested members of the public may be delayed due to bridge traffic. President Richardson stated that time will be allotted later in the meeting to allow for additional public comment and to take into consideration those interested members of the public who are delayed.

III. Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List applicable to the Police Department Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 Amended and reissued November 4, 2004). (File No. 0377-05-5) – DISCUSSION AND POSSIBLE ACTION ITEM

IV. Vote on whether to assert the attorney – client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (Discussion and Possible Action Item) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant: One Case. Implementation of Promotive Eligible List (Announcement No. 52496 – Amended and reissued November 4, 2004).

July 15, 2005: Continue to a Special Meeting to be scheduled the week of July 11, 2005.

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 9:13 a.m. in City Hall, Room 408 and the following were present:

President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer, CSC
Denise Cannonier-Craig, Department of Human Resources
Philip Ginsburg, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Stacey Lucas, Deputy City Attorney
Molly Stump, Deputy City Attorney
Bruce Topp, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Closed Session ended at 11:12 a.m.

V. Reconvened in open session at 11:14 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

VI. Public Comment on all matters appearing on the Special Meeting Agenda Session.

1) Sergeant Tom Feledy, San Francisco Police Department – submitted materials and expressed his concerns about banding and possible litigation; urged that hiring decisions be based on merit;
2) Dan Gardner, candidate in the examination – doesn't know how the Civil Service Commission came to this recommendation; requested the Civil Service Commission delay the decision until the scores are available; in favor of rank order promotions;
3) Steve Johnson, San Francisco Police Officers Association (POA) – requested statistics on Race and Gender breakdown-not names; the POA in the past has gotten information in advance to share with their statistician; The POA represents all the parties;
4) Sergeant Richard Pate, San Francisco Police Department – requested clarification on scores and ranks.

Action: 1) Propose that the implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) shall be the Rule of Five Scores for the first 14 hiring requisitions. Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 129 points shall be used starting with Rank 19. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 18 who are not selected under the Rule of Five Scores shall be considered with those in the band. (Vote of 5 to 0)

2) Instruct the Executive Officer to calendar the implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) at a meeting of the Civil Service Commission on August 1, 2005. (Vote of 5 to 0)

Action: cont'd. 3) Instruct the Human Resources Director to post the eligible list resulting from the Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 Amended and reissued November 4, 2004) as soon as possible. (Vote of 5 to 0)

4) Instruct the Executive Officer to set up informational meetings with interested parties and stakeholders prior to the Civil Service Commission meeting August 1, 2005 to answer questions on the proposed implementation of the certification. (Vote of 5 to 0)

VII. Adjournment

11:55 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of

July 18, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 18, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 5, 2005 – 9:00 a.m. Closed Session

Recommendation: Approve.

Regular Meeting of July 5, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0406-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-05/06	Airport	$75,000	Will represent the Airport's interests and policies in the California State Legislature.	Regular	06/30/06
4008-05/06	Mayor's Office of Public Finance & Business Affairs	$54,500	Will provide advisory services pertaining to municipal debt, in particular general obligation bonds (2005EFGH – California Academy of Sciences/ Steinhart Aquarium improvement/Branch Library Facilities/Zoo Facilities.)	Regular	05/16/06
4009-05/06	Municipal Transportation Agency	$2,500,000	Will provide specialized engineering, quality control and project management services for the implementation and completion of various vehicle procurement projects including procurement of 56 new technology hybrid diesel electric buses.	Regular	12/31/09
4067-03/04	Controller	Increase Amount $300,000 New Amount $500,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen, and recommend candidates to the Mayor for appointment to City department head/executive positions.	Regular	02/01/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Status rights for Adriana Souza in Class 1840 Junior Management Assistant. (File No. 0409-05-5) – Action Item

Recommendation: Grant permanent status to Adriana Souza in Class 1840 Junior Management Assistant, Port of San Francisco, subject to serving a probationary period.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to extend Eligible List Number 52068-E-8-U for Class 7355 Truck Driver. (File No. 0408-05-5) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Approve request to extend Eligible List Number 52068-E-8-U for six (6) months to January 25, 2006.

(8) Civil Service Commission review and comment of Departmental Statement of Incompatible Activities – Office of the Assessor/Recorder. (File No. 0497-04-1) – Action Item

Recommendation: Open for discussion.

(9) Inspection Service Request for Information Regarding the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works - Preliminary response of the Human Resources Director and recommendation on the extension of the eligible list. (File No. 0407-05-11) – Action Item

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, July 5, 2005.
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, July 18, 2005. (Vote 5 to 0)

July 5, 2005: Continue discussion and possible action on Laborers' attorney submission to Civil Service Commission meeting of August 1, 2005.

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: Permanent civil service appointment of Sylvester Brown, Transit Fare Inspector (Job Code 9132) Municipal Transportation Agency. (File No. 0558-04-7) – Action Item**

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(11) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
July 18, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:08 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present (Missed Item #1)
Commissioner Morgan R. Gorrono	Not Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Genevie Gallegos stated that she is available, along with some of the laid off Laborers to speak on Item #9.

APPROVAL OF MINUTES

Special Meeting of July 5, 2005 – 9:00 a.m. Closed Session

Action: Approve. (Vote of 3 to 0) The Commission voted to excuse Commissioner Becerril from voting as she was not present at the meeting of July 5, 2005. (Vote of 3 to 0)

Regular Meeting of July 5, 2005

Action: Approve. (Vote of 3 to 0) The Commission voted to excuse Commissioner Becerril from voting as she was not present at the meeting of July 5, 2005. (Vote of 3 to 0)

0406-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-05/06	Airport	$75,000	Will represent the Airport's interests and policies in the California State Legislature.	Regular	06/30/06
4008-05/06	Mayor's Office of Public Finance & Business Affairs	$54,500	Will provide advisory services pertaining to municipal debt, in particular general obligation bonds (2005EFGH – California Academy of Sciences/ Steinhart Aquarium improvement/Branch Library Facilities/Zoo Facilities.)	Regular	05/16/06
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4067-03/04	Controller	Increase Amount $300,000 New Amount $500,000	Will conduct and coordinate nationwide executive recruitment processes to identify, screen, and recommend candidates to the Mayor for appointment to City department head/executive positions.	Regular	02/01/08

Speakers: John Marquez, Airport Commission spoke on PSC #4007-05/06.
Esther Reyes, Office of the Controller spoke on PSC #4067-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0409-05-5 **Status rights for Adriana Souza in Class 1840 Junior Management Assistant. (Item No. 6)**

Speakers: Kathy Mallegni, Port Commission

Action: Grant permanent status to Adriana Souza in Class 1840 Junior Management Assistant, Port of San Francisco, subject to serving a probationary period with the amendment that Adriana Souza's seniority date be the date of her referral to Class 1241 Personnel Analyst as provided in Civil Service Commission Rules 109 and 121. (Vote of 4 to 0)

0408-05-5 **Request to extend Eligible List Number 52068-E-8-U for Class 7355 Truck Driver. (Item No. 7)**

Speakers: Joyce Smith, Department of Public Works

Action: Adopt the report. Approve request to extend Eligible List Number 52068-E-8-U to October 25, 2005 then month to month on the recommendation of the Human Resources Director subject to approval by the Civil Service Commission up to January 25, 2006. (Vote of 4 to 0)

0497-04-1 **Civil Service Commission review and comment of Departmental Statement of Incompatible Activities – Office of the Assessor/Recorder. (Item No. 8)**

Speakers: Craig Dziedzic, Office of the Assessor/Recorder

Action: Forward comments to the Ethics Commission. (Vote of 4 to 0)

0407-05-11 **Inspection Service Request for Information Regarding the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works - Preliminary response of the Human Resources Director and recommendation on the extension of the eligible list. (Item No. 9)**

Speakers:

1. Kerry Ko, Department of Human Resources
2. Tammy Wong, Department of Public Works
3. Genevie Gallegos, Attorney, La Raza Centro Legal, Inc. responded to the Human Resources Director's report by discussing the Civil Service Commission Rule violations which occurred because of unfair hiring practices, the selection process and violations because of nepotism and favoritism and the creation of the 7501 position.
4. Brian Hill stated that the 7501 applications were given out in May or June. When they were told that they could get two 7501's for one 7514 they laid off the 7514's on November 5th and on November 8th brought in the 7501's. It's not a separate issue. It all comes together on what we've been saying all the time.
5. Kevin Johnson spoke on the exams. He was told that the exams were both oral and performance. He was not told there would be second exam. He's never heard of being interviewed for a job and taking the exam at the same time. He's been in construction for fifteen years. The program was a cover up.
6. Larry Montoya spoke about the apprenticeship program. When we applied for the positions, we knew the job already. You don't go to an apprenticeship program to learn how to be a laborer. Twenty years experience and back to an apprentice, it doesn't work that way.
7. Michael Wilson stated that they were misled to believe they would get hired. They used us to continue working for them until they got their program lined up and then laid us off.
8. Byron Paz has ten years in the construction field and three years with the Department of Public Works. He was evaluated as "exceeding standards" which was later changed to "competent and effective". He did not want to sign it but felt if he did not he would be dismissed. This happened two years in a row.
9. Anthony Travis is here because he want to let the Commission know that he was told by Mohammed Nuru, Department of Public Works that he would be hired. He named several names to support the claim of favoritism and nepotism. They do not care who got hired, they just want their jobs back. Although the 7501 program was mandated by the Mayor, I can't believe he had any idea that others would be laid off to implement it.

10. David Rodriquez worked for Department of Public Works for three years. He pressed the claim that they were reassured over and over that they would get hired permanently.
11. Raul Sanchez worked for three years with the City. He has thirty years of construction experience and twenty-one years with the Laborers Union Local 261. He trained a lot of young people and worked hard to help keep the City clean for tourists and the residents of the City. He never complained and worked three years without taking one hour sick leave because he loves his job.
12. Jose Quezada has worked for the Department of Public Works for four years. He was constantly assured that he would be hired.
13. Edward Redd worked for Department of Public Works for five years with ten years of construction experience. He focused on the second exam which should not have taken place. He was told this counted for 60% of the total score. That's o.k. if it's fair but the questions that were asked are not the kind of questions that apply to the job to become permanent. We were set up to fail, railroaded out of our jobs and we need justice.
14. Quiong Tan worked at the Department of Public Works for three years and hopes to get her job back.
15. Cui You Situ worked since 2001 at the Department of Public Works. My score was low on the DPW exam but when I took the exam for school janitor my score was high even though they asked the same questions.
16. Michael Rosenberg laid off general laborer with three years experience and was told that he would be hired.
17. Tommy Lam worked for more than six years at DPW and does not know why he was laid off.
18. Jeffery Fuller spoke on behalf of the laid off laborers. He believes they have presented enough evidence that some conclusion can be reached and get our jobs back.
19. Amy R. Craven worked for DPW for nine years. She thanked the Commission for addressing her nine years. She was the first female to operate a steamer unit. She has never been given her score for the exam so how can she properly prepare a response without knowing the details.
20. Guo Jie Huang worked for more than five years at DPW. They continued to hire people with no experience and no training. It is unfair that they were laid off.
21. Yim Bing Kwong stated that when she inquired about the hiring list, she was told not to worry, she would be picked up on the second round of hiring. She was unable to get her test or interview score.
22. Nelson Aguirre was a provisional employee when he got laid off and is still hoping to get reinstated.
23. Renee Saucedo, Attorney, La Raza Centro Legal, Inc. summarized the presentation and stated that the post referral selection process violates CSC Rule 110.2. She also stated that we need a mandate from this Commission that this particular group of workers was treated unfairly.

Action: Postpone to the meeting of August 1, 2005. (Vote of 4 to 0)

0558-04-7 **Determination of future employability: Permanent civil service appointment of Sylvester Brown, Transit Fare Inspector (Job Code 9132) Municipal Transportation Agency. (Item No. 10)**

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the City & County of San Francisco. (Vote of 4 to 0) Sylvester Brown failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

Philip Ginsburg, Human Resources Director stated that the Board of Supervisors Oversight Committee hearing on Civil Service Reform of July 25, 2005 has been postponed.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Linda R. Richardson acknowledged the submission of IFPTE Local 21's response to the Civil Service Reform report.

ADJOURNMENT

5:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

Monday, August 1, 2005

12:30 p.m.

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City Hall – Room 400
1 Dr. Carlton B, Goodlett Place

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PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List applicable to the Police Department Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 – Amended and reissued November 4, 2004). (File No. 0377-05-5) – DISCUSSION AND POSSIBLE ACTION ITEM

July 5, 2005: Continue to a Special Meeting to be scheduled the week of July 11, 2005

July 13, 2005: 1) Propose that the implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) shall be the Rule of Five Scores for the first 14 hiring requisitions. Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 129 points shall be used starting with Rank 19. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 18 who are not selected under the Rule of Five Scores shall be considered with those in the band.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 7/27/05

2) Instruct the Executive Officer to calendar the implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) at a meeting of the Civil Service Commission on August 1, 2005.

3) Instruct the Human Resources Director to post the eligible list resulting from the Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 Amended and reissued November 4, 2004) as soon as possible.

4) Instruct the Executive Officer to set up informational meetings with interested parties and stakeholders prior to the Civil Service Commission meeting August 1, 2005 to answer questions on the proposed implementation of the certification.

Recommendation: Adopt. Implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) shall be the Rule of Five Scores for the first 14 hiring requisitions. Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 129 points shall be used starting with Rank 19. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 18 who are not selected under the Rule of Five Scores shall be considered with those in the band.

Note: Discussion and possible action is not limited to the above recommendation.

IV. Vote on whether to assert the attorney – client privilege and hold a closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – (DISCUSSION AND POSSIBLE ACTION ITEM) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) As Defendant: One Case. Implementation of Civil Service Commission Rule 213.7 Certification of Promotive Eligible List (Announcement No. 52.496 – Amended and reissued November 4, 2004).

For further details, see III above.

V. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session.

VI. Adjournment.

Notice of Commission Hearing Policies and Procedures

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Adele.Destro@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

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CITY AND COUNTY OF SAN FRANCISCO

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KATE FAVETTI
EXECUTIVE OFFICER

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Minutes of Special Meeting

Monday, August 1, 2005

12:30 p.m.

I. The Special Meeting was called to order at 12:45 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived @ 1:08p.m. during Item III, missed items I and II)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

1) Vincent Harrington – on behalf of the Police Officers Association representing all Lieutenant candidates, historically association supported a fair, equitable reasonable selection process and was involved in bargaining. Concerns about proposal under Rule 213.7: a) test is best evidence of who is qualified; b) in July 13, 2005 meeting the Commission had not looked at data or privy to individual scores, do not understand basis for Civil Service Commission to deviate from its Rule; c) ask Civil Service Commission to disclose as much as possible because it's a deviation.

2) Tom Feledy – thanked Commission for informational meetings – provided interface one on one with members of department. Submitted a written statement: "This City needs – and the Charter mandates – the most qualified persons be promoted. Psychometricians know the most qualified are those who score highest on relevant tests. With this broad Rule, the Commission uses dubious statistics to justify social engineering and deny the reality that equal opportunity cannot guarantee equal results. Through Prop. 209, the people of the State of California have spoken, but this Commission chooses to ignore

them. In doing so, the Commission drives officer morale downward, invites litigation, and does a disservice to those who live and work in the City. With a valid and job related test, why should we now throw aside the hard work done by test preparers and test takers? Is the Chief's opinion a better test? I believe this Rule is too broad and not legally necessary. I recommend the Commission return to the Rule of 5 Scores to certify this list." Concerns: a) make clear band; b) remaining 1 - 18 eligibles; c) Civil Service Commission has no decimal points resulting in tie scores; d) rule proposed is too broad, not necessary and should return to Rule of Five Scores.
3) Gary Delagnes, President, Police Officers Association – represents 2200 members, promotional process in San Francisco Police Department looked at by members with wary eyes, there is a morale problem, little or no information, do not trust promotional system, if Rule is adopted it will destroy the morale in the department; high score should be rewarded.

III. Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List applicable to the Police Department Q-60 Lieutenant Examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 – Amended and reissued November 4, 2004). (File No. 0377-05-5) – DISCUSSION AND POSSIBLE ACTION ITEM

July 5, 2005: Continue to a Special Meting to be scheduled the week of July 11, 2005.

July 13, 2005: 1) Propose that the implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) shall be the Rule of Five Scores for the first 14 hiring requisitions. Thereafter, a statistically valid grouping with a confidence level 1.96 and a sliding band of 129 points shall be used starting with Rank 19. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 18 who are not selected

under the Rule of Five Scores shall be considered with those in the band.
2) Instruct the Executive Officer to calendar the implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) –Announcement No. 52496 amended and reissued November 4, 2004) at a meeting of the Civil Service Commission on August 1, 2005
3) Instruct the Human Resources Director to post the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 Amended and reissued November 4, 2004) as soon as possible.
4) Instruct the Executive Officer to set up informational meetings with interested parties and stakeholders prior to the Civil Service Commission meeting August 1, 2005 to answer questions on the proposed implementation of the certification.

Resolution: Resolution Implementing Rule 213.7 For Police Department Q-60 Lieutenant Examination Administered on November 3, 2004 (written) and January 25, 2005 (oral) – Announcement No. 52496 (Amended and Reissued November 4, 2004)

Whereas, The process of certifying eligibles from the eligibility list for the above-referenced Q-60 police lieutenant's examination must satisfy the requirements of Title VII of the Civil Rights Act of 1964; and

Whereas, Application of the Rule of Five Scores would adversely impact one or more groups as measured under Title VII; and

Whereas, To ensure compliance with Title VII,

Civil Service Commission Rule 213.7 provides that if application of the Rule of Five Scores to an eligibility list will result in adverse impact under Title VII, the Commission shall adopt a broader process for certifying eligibles; and

Whereas, For the sole purpose of ensuring compliance with Title VII, pursuant to Civil Service Commission Rule 213.7 the Commission is adopting the broader process for certifying eligibles specified below; and

Whereas, That broader process for certifying eligibles does not mandate, ensure, or suggest that any specific person will be promoted, or that members of any specific racial, ethnic, or gender group will be promoted, and does not grant a preference to or discriminate against any person or any racial, ethnic, or gender group; and

Whereas, That broader process for certifying eligibles is consistent with and furthers merit system principles; and

Whereas, To avoid any suspicion of favoritism in adopting that broader process for certifying eligibles, members of the Commission have not been privy to individual exam scores or names of test-takers; now, therefore,

Be It Resolved, That, for purposes of the above-referenced Q-60 police lieutenant's examination, the Commission adopts the following process for certifying eligibles from the eligibility list:

The Rule of Five Scores for the first 14 hiring requisitions. Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 129 points shall be used starting with Rank 19. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 18

who are not selected under the Rule of Five Scores shall be considered with those in the band.

Action: Adopt. Implementation of the certification rule for the eligible list resulting from the Q-60 Lieutenant examination on November 3, 2004 (written) and January 25, 2005 (oral) – (Announcement No. 52496 amended and reissued November 4, 2004) shall be the Rule of Five Scores for the first 14 hiring requisitions. Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 129 points shall be used starting with Rank 19. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 18 who are not selected under the Rule of Five Scores shall be considered with those in the band. (Vote of 5 to 0)

IV. Adjournment

1:28 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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PRESIDENT

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KATE FAVETTI
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AGENDA

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JUL 28 2005
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Regular Meeting
of

August 1, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 1, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 13, 2005 – 9:00 a.m.

Recommendation: Approve.

Regular Meeting of July 18, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0440-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-05/06	Airport	$125,000	Will provide regular interaction with staff at the Federal Department of Transportation and Homeland Security Agency in Washington, D.C.	Regular	06/30/06
4011-05/06	Emergency Communication	$177,978	Will identify and survey facilities within the City and County of San Francisco that could be used as shelters in a disaster.	Regular	11/30/05
4012-05/06	Municipal Transportation Agency	$1,000,000	Will provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.	Regular	09/01/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (File No. 0425-05-3) – Action Item

Recommendation: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Diane Campbell of the Human Resources Director's finding of insufficient evidence to support her discrimination complaint. (File No. 0374-04-6) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Diane Campbell.

(8) Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works (File No. 0321-05-11) – Discussion and Possible Action Item

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, July 5, 2005.
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Lay-off for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, July 18, 2005. (Vote 5 to 0)

July 5, 2005: Continue discussion and possible action on Laborers' attorney submission to Civil Service Commission meeting of August 1, 2005.

July 18, 2005: Continue discussion and possible action on the preliminary response of the Human Resources Director to the meeting of August 1, 2005. The Human Resources Director announced that he has instructed staff to extend the eligible list twelve months.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(10) **Draft Civil Service Commission Response to the 2004-2005 Civil Grand Jury Report. (File No. 0448-05-1) – Action Item**

Recommendation: Open for discussion.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting

August 1, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Present (Missed Items 9 – 13)
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of July 13, 2005 – 9:00 a.m.

Action: Approve. (Vote of 5 to 0)

Regular Meeting of July 18, 2005

Action: Approve. (Vote of 5 to 0)

0440-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-05/06	Airport	$125,000	Will provide regular interaction with staff at the Federal Department of Transportation and Homeland Security Agency in Washington, D.C.	Regular	06/30/06
4011-05/06	Emergency Communication	$177,978	Will identify and survey facilities within the City and County of San Francisco that could be used as shelters in a disaster.	Regular	11/30/05
4012-05/06	Municipal Transportation Agency	$1,000,000	Will provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.	Regular	09/01/08

Speakers: John Marquez, Airport Commission spoke on PSC #4010-05/06.
Robert Stengel, Emergency Communications spoke on PSC #4011-05/06.
Shahnam Farhanghi, Municipal Transportation Agency spoke on PSC #4012-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0425-05-3 **Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (Item No. 6)**

Disclosure: Commissioner Casper disclosed that his father, former Fire Chief may be affected by the Commission's action.

Speakers: None.

Action: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors. (Vote of 5 to 0)

0374-04-6 **Appeal by Diane Campbell of the Human Resources Director's finding of insufficient evidence to support her discrimination complaint. (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of Tuesday, September 6, 2005 at the request of Diane Campbell. (Vote of 5 to 0)

0321-05-11 **Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works. (Item No. 8)**

Speakers:

(1) Genevie Gallegos, Attorney, LaRaza Centro Legal, Inc. requested that laborers be hired because they scored high; full seniority given them by years of service; examination be given every two years; exam be primary factor in hiring; evaluations should occur; exam includes post referral process; post referral scoring and ranking be provided to individuals.

(2) Elizabeth Jacobi, Department of Human Resources responded to follow-up questions from Commissioners on scoring of post referral examination questions

(3) Sandy Chan Wong, Department of Public Works explained performance appraisal process; she noted that ratings above or below competent and effective require additional documentation

(4) Mohammed Nuru, Department of Public Works responded to questions regarding the outlook for laborers throughout the City. He will check with the Department of Human Resources, Recreation and Park, Public Utilities Commission and Airport.

(5) Anthony Travis thanked the Commission for looking into this and that he's confident in his job skills.

(6) Brian Hill stated that he also worked as acting supervisor.

(7) Michael Rosenberg stated that all have minimum of three years experience. He thanked the Commission for allowing them to come forward. He feels they should be given their jobs back because the department made mistakes.

(8) Michael Wilson thanked the Commissioners for hearings. He feels that there is a need to look at the Rules on hiring and firing people and nepotism and favoritism.

(9) Larry Montoya thanked the Commission for the hearings and allowing the laborers to come forward.

Action:

(1) Employees met threshold of providing reason for not filing appeal. Appeals are accepted. (Vote of 4 to 1; Commissioner Gorrono dissents)

(2) Direct the Department of Public Works to work with the Department of Human Resources in establishing selection guidelines that are more tailored to the technical aspects of the job and recognizing exam performance. (Vote of 5 to 0)

(3) Direct the Department of Public Works to report to the Civil Service Commission on the performance appraisal process. Report to include numbers and percentages completed, numbers and percentages done timely, department wide and by division; number and percentage of competent and effective ratings; and, number percentage of ratings above and below competent and effective. (Vote of 5 to 0)

(4) Continue to the meeting of September 6, 2005 unless notified by the Department of Public Works that additional time is needed to complete the report. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

There were no updates.

EXECUTIVE OFFICER'S REPORT

0448-05-1 **Draft Civil Service Commission Response to the 2004-2005 Civil Grand Jury Report. (Item No. 10)**

Speakers: Kate Favetti, Executive Officer

Action: Continue to the meeting of August 15, 2005. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Joseph Engler requested the Commission to act on his appeal. The Commission was informed that Mr. Engler's matter will be calendared for the meeting of August 15, 2005.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:21 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Open Session

Wednesday, August 10, 2005

3:30 p.m. – 6:30 p.m.

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Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

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PRESIDENT

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COMMISSIONER

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COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

"Civil Service Reform – Preserving the Promise of Government" prepared by the Department of Human Resources, and "Picking up the Tools to Fix the Abandoned Civil Service System: A Union Response" prepared by IFPTE, Local 21 and additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Mission
- Maintaining the Integrity of the Merit System while Providing Flexibility to respond to a Changing Environment and Civil Service Reform
- Civil Service Commission Rules, Policies and Procedures
- Goals and Objectives for Fiscal Year 2005 – 2006
- The next steps

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 08/4/05

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

Wednesday, August 10, 2005

3:30 p.m.

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GAVIN NEWSOM
MAYOR

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PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 3:37 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril (Arrived @ 4:00 p.m. during Item III, missed items I and II)
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

"Civil Service Reform – Preserving the Promise of Government" prepared by the Department of Human Resources, and "Picking up the Tools to Fix the Abandoned Civil Service System: A Union Response" prepared by IFPTE, Local 21 and additional relevant documents were provided to the Civil Service Commissioners.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Mission
- Maintaining the Integrity of the Merit System while Providing Flexibility to respond to a Changing Environment and Civil Service Reform
- Civil Service Commission Rules, Policies and Procedures
- Goals and Objectives for Fiscal Year 2005 – 2006
- The next steps

President Linda Richardson commented that it was Mayor Willie Brown who started the Civil Service Commission Reform, but she also mentioned that she wanted to listen to the public, to educate all of us about all the issues that are the components of the civil service reform. Would like to get input from employees on performance appraisals. Create an environment conducive to working. Training – the City needs to create an incentive – change the culture. Today's comments have been constructive.

Commissioner Donald Casper commented on the Civil Service Commission Rules, he said that the rules have many redundancies and outdated provisions; Rule 007 – Employee Relations modeled after State but has since been replaced – question – if it is valid. Needs thorough revision; Four volumes – consolidation: Civil Service Reform aspects apply only to Miscellaneous reform, consolidation may not be easy with different authority at Municipal Transportation Agency and history with Uniformed Ranks of Police and Fire; Procedures to be more orderly – part 1 of State Administration Act; Reasons for Commission actions – written opinion will provide guidance; Possibly start program to certify individuals, retired City employees for example, to represent appellants before the Civil Service Commission. City needs a regulatory body – oversees merit system; Regulatory role should be played by the Civil Service Commission.

Commissioner Alicia Becerril said she was not clear as to who has the burden of proof; the department should present first to clarify issues. She would like to have training for managers and supervisors

Phil Ginsburg – Human Resources Director, supports strengthening Civil Service Commission handling of appeals; address funding – supportive of Department of Human Resources – more staff for performance evaluation; on-line application, hiring – kiosk at Library; agrees on performance evaluation

Speakers: 1) David Novogrodsky – IPFTE – Local 21, said he is happy the Mayor is taking a public role; tentative issues – not so much about Civil Service Commission reform but to fund civil service and human resources; Rules – departments with problems to bring proposals; employee relations – good to have it at the Department of Human Resources; rules put together what are the same merit system – give it the capacity it needs to do; pre 1991 – 30 days separation employee on payroll – can go back to that system; Needs clarification on: 1) capacity – Department of Human Resources has had major cut back – decentralized procedures – cut back in merit system exam unit, statistician, psychologist, more professionalization; 2) on-going in-service program; 3) entrepreneurial approach.

2) Candy Heurlin – Municipal Transportation Agency, spoke about already having to work with two sets of rules – Volume I rules different from Volume IV; appreciate autonomy, reassure work with Department of Human Resources looking at Volume IV.

3) Richard Rothman – SEIU Local 790, spoke about SEIU locals have been meeting on Rules – writing policy statements: 1) hiring – support current system – but concerned hiring takes too long; 2) need position control systems know where workers are; 3) in favor of Rule of Three; 4) supports equal opportunity. Los Angeles has culture of hiring within; Considers and hires City employees first before considering outside candidates, would like

San Francisco be the same, system encourages managers and City employees to advance, promote from within instead of outside. More forceful Human Resources provide information in timely manner, workers not to be penalized. A system trusted by employees, longer duration on eligibility lists. Work to improve so it's a system we can trust. Los Angeles lets employees know what training is needed to promote. Flex staffing – up to workers not barred on evaluation. Do away with provisional hiring.

4) Sun Yee Poon – SEIU Local 790, spoke about hiring through a competitive process; favoritism and nepotism in selection must be prevented.

5) David Novogrodsky – IPFTE Local 21, spoke about the San Francisco Unified School District and San Francisco Community College District that they are a separate civil service system – Municipal Transportation Agency not separate jurisdiction, it is a matter of will.

6) Oletha Hunt – speaking in support of Porters working at Laguna Honda Hospital; 137 porter positions before – now only 70; Laguna Honda Hospital using As Needed staff requests support for more Porter positions.

7) Rey Guarin – Porter at Laguna Honda Hospital, reduced to 70 positions. Wants a safe, clean pleasant hospital for residents; requests support for porters.

8) Sun Yee Poon – SEIU Local 790, commented on Department of Human Resources white paper; employee investment and performance management – concerned about how it is implemented – need fair, objective and measurable evaluation – agree with 360 approach; but disagrees on 1) management determining pay; and, 2) flex staffing – current

based on past experience; 3) work plans have been used punitively; want grievance steps; Union values appeals to the Civil Service Commission.

9) Criss Romero – IPFTE Local 21, there is a trust issue; performance evaluation systems only as good as employee trust in the system; no enforcement of current system. No accountability to Civil Service Commission by departments who break rules.

10) Steve Martinez – Interested member of the public, porters – would like to provide good working environment; Department of Human Resources and Civil Service Commission to be separate; seniority within the City does not mean productivity, seniority equals experience in doing duties and tasks of the position and maybe adapting to change through a person's career, it doesn't mean they are more productive than the new person walking in, it doesn't mean that they are any less productive; need objective performance measure of productivity; nepotism happens everywhere – skilled people who know how to get "around rules"; response from union on expanded certification Rules takes too long mutual agreement required; consistency, accountability and transfer of knowledge; 30 points promotive – keep but needs to be tweaked; veterans points should be awarded – for every exam not just for entrance.

IV. Adjournment

6:15 p.m. In memory of Barbara Jean Brown, "Mother Brown" for her humanitarian spirit who dedicated her life to the issues of homelessness. The Commission directed the Executive Officer to convey its condolences to the family of Mrs. Brown.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

65
4
1/15/05

AGENDA

Regular Meeting
of

August 15, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICERS' REDPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 15, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 1, 2005 – 12:30 p.m.

Recommendation: Approve.

Regular Meeting of August 1, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0477-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-05/06	Airport	$2,400,000	Will provide design and construction of new cargo handling facilities at West Field Cargo site.	Regular	05/30/07
4014-05/06	Airport	$270,000	Will work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo.	Regular	06/30/06
4015-05/06	Emergency Communication	$1,900,000	Will prepare a San Francisco Bay Regional Emergency Coordination Plan, Standard Operation Procedures, a training plan and curriculum, and regional exercises to test and refine the Regional Emergency Coordination Plan.	Regular	09/01/06
4016-05/06	Port	$2,000,000	Will develop a pool of Environmental Specialists to provide timely and efficient consulting assistance to meet environmental and regulatory requirements associated with Port capital project development and maritime operations.	Regular	11/30/08
4017-05/06	Port	$2,200,000	Will create a list of qualified consulting teams with multidisciplinary expertise to provide as-needed planning and real estate economics and related consulting services for mixed-use waterfront projects.	Regular	11/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Request to grant status to all MEA permanent civil service (PCS) employees audited in the Management Classification and Compensation Plan (MCCP) as employee agreement to participate is received. (File No. 0480-05-2) – Action Item

Recommendation: Grant status to all (PCS) employees audited in the (MCCP) as agreements to participate are received from PCS employees with an effective date of August 15, 2005, and advise the departments involved to obtain appropriate budget approval to implement this classification action.

(7) Municipal Transportation Agency's Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (File No. 0478-05-1) – Action Item

Recommendation of the Director of Transportation: Accept report.

(8) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0479-05-1) – Action Item

Recommendation of the Director of Transportation: Accept report.

(9) Equal Employment Opportunity Workforce Utilization Analysis. (File No. 0476-05-6) - Action Item

Recommendation: Accept report.

REGULAR AGENDA

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(10) Request by Daniel O'Reilly for reconsideration of a departmental ban working for the Department of Public Works. (File No. 0484-05-7) – Action Item

Recommendation: Adopt the staff report; Approve the removal of departmental ban working for the Department of Public Works.

(11) Request for clarification of the Civil Service Commission action on June 20, 2005 on the San Francisco Police Department response to the Civil Service Commission regarding non-selection of Joseph Engler in classification Q-60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (File No. 0251-04-4) – Action Item

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

May 16, 2005: Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim.

June 20, 2005: Grant claim. (Vote of 3 to 1) Commissioner Casper dissents on the basis that: 1) the 9-point secondary criteria selection process was not contained in the examination announcement and was not required by the Commission's Rules, and 2) the procedure, having been adopted voluntarily by the department, could have been voluntarily amended, altered or waived by the department, so long as any amendment, alteration or waiver did not result in a non-merit alternate system, one not based on merit principles.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(13) Draft Civil Service Commission Response to the 2004-2005 Civil Grand Jury Report. (File No. 0448-05-1) – Action Item

August 1, 2005: Postpone to the meeting of August 15, 2005.

Recommendation: Open for discussion.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
5
11/5/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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MINUTES

Regular Meeting
August 15, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Present (Missed Items 12 through 16)
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Missed Items 12 through 16)

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Clarification: Commissioner Becerril requested clarification regarding the San Francisco Examiner article which stated that Commissioner Gorrono abstained from voting on the implementation of Civil Service Commission Rule 213.7 on August 1, 2005. Commissioner Gorrono indicated that there was a misprint.

Special Meeting of August 1, 2005 – 12:30 p.m.

Action: Approve. (Vote of 5 to 0)

Regular Meeting of August 1, 2005

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

Due to the Labor Day Holiday, the next Civil Service Commission meeting will be held on Tuesday, September 6, 2005 at 10:00 a.m. in Room 408 City Hall.

0477-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-05/06	Airport	$2,400,000	Will provide design and construction of new cargo handling facilities at West Field Cargo site.	Regular	05/30/07
4014-05/06	Airport	$270,000	Will work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo.	Regular	06/30/06
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4017-05/06	Port	$2,200,000	Will create a list of qualified consulting teams with multidisciplinary expertise to provide as-needed planning and real estate economics and related consulting services for mixed-use waterfront projects.	Regular	11/30/10

Speakers: Rafael Centeno and Mike Varner, San Francisco International Airport spoke on PSC #4013-05/06.
Rob Dudgeon, Office of Emergency Services & Homeland Security spoke on PSC #4015-05/06.
Kathy Mallegni, Port Commission spoke on PSC #4016-05/06 and PSC #4017-05/06.

0477-05-8 (continued)

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0480-05-2 **Request to grant status to all MEA permanent civil service (PCS) employees audited in the Management Classification and Compensation Plan (MCCP) as employee agreement to participate is received. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of October 17, 2005 at the request of the Department of Human Resources with the concurrence of IFPTE Local 21 and Municipal Executives Association (MEA). (Vote of 5 to 0)

0478-05-1 **Municipal Transportation Agency's Report on appointments exempt from civil service under Charter Section 10.104-16 through 10.104-18. (Item No. 7)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Accept report. (Vote of 5 to 0)

0479-05-1 **Municipal Transportation Agency's Provisional Appointment Report. (Item No. 8)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Accept report. (Vote of 5 to 0)

0476-05-6 **Equal Employment Opportunity Workforce Utilization Analysis. (Item No. 9)**

Speakers: Candy Heurlin, Municipal Transportation Agency
Dorothy Yee, Department of Human Resources

Action: Accept report. (Vote of 5 to 0) It was announced that the Department of Human Resources will be submitting reports on class consolidation, provisional appointments and exempt appointments for the meeting of September 6, 2005.

0484-05-7 **Request by Daniel O'Reilly for reconsideration of a departmental ban working for the Department of Public Works. (Item No. 10)**

Speakers: Tammy Wong, Department of Public Works

Action: Adopt the staff report; Approve the removal of departmental ban working for the Department of Public Works. (Vote of 5 to 0)

0251-04-4 **Request for clarification of the Civil Service Commission action on June 20, 2005 on the San Francisco Police Department response to the Civil Service Commission regarding non-selection of Joseph Engler in classification Q-60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (Item No. 11)**

November 15, 2004: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.

December 20, 2004: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.

May 2, 2005: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.

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Disclosure: Commissioner Alicia D. Becerril disclosed that she was not present at the May 16, 2005 meeting and she had not listened to the tape recording of this item. She requested to be excused from voting on this item. The Commission approved the request. (Vote of 4 to 0)

Speakers: Deputy Chief Antonio Parra, San Francisco Police Department
Joseph Engler, Appellant
Kate Favetti, Executive Officer
Linda Simon, Department of Human Resources
Elizabeth Jacobi, Department of Human Resources

0251-04-4 (continued)

Action: Postpone to the meeting of Tuesday, September 6, 2005 at 10:00 a.m. The Commission requested the Deputy City Attorney to clarify what it means to "grant the claim" of Joseph Engler. (Vote of 3 to 1; Commissioner Casper dissents and explained his reason by saying that "we have made an inherently unreasonable request of the Deputy City Attorney. The majority of this Commission took an action on June 20, 2005 and the Commission has now asked the Deputy City Attorney to tell the Commission all the various reasons why a majority of the Commission did what it did when the best source for those reasons are with the majority that's sitting here now".)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

No updates.

EXECUTIVE OFFICER'S REPORT

0448-05-1 **Draft Civil Service Commission Response to the 2004-2005 Civil Grand Jury Report. (Item 13)**

August 1, 2005: Postpone to the meeting of August 15, 2005.

Speakers: Kate Favetti, Executive Officer

Action: Accept report; Forward to Grand Jury with suggested changes incorporated. (Vote of 3 to 0; Commissioners Ng and Gorrono missed vote.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Ronald Szeto, Municipal Transportation Agency/Department of Parking & Traffic was under the impression that they had a Personal Service Contract on calendar. He will follow up with the department to make sure it is calendared for the next meeting.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Kate Favetti, Executive Officer gave a brief overview of her attendance at the Board of Supervisors - Government Audit and Oversight Committee meeting and indicated that the Commissioners have been given a memo from Mayor Newsom regarding "Implementation of Civil Service Reform Report Recommendations".

ADJOURNMENT

5:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Regular Meeting
of

September 6, 2005

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

65
4
9/6/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Order of Business

CALL TO ORDER & ROLL CALL

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APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 6, 2005
10:00 a.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 10, 2005 - 3:30p.m. Open Session

Recommendation: Approve.

Regular Meeting of August 15, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0512-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-05/06	Telecommunications & Information Services	$675,000	Will provide technical and functional support to the Retirement System's core software system, which is PeopleSoft's Pension Administration and Payroll applications.	Regular	07/31/07
4019-05/06	Public Works	$420,000	Will provide sidewalk and gutter cleaning in the Tenderloin area.	Regular	08/31/08
4020-05/06	Municipal Transportation Agency	$539,208	Will provide professional parking garage management services at the 1660 Mission Street Garage.	Regular	09/30/11
4021-05/06	Port	$2,000,000	Will issue a request to create a pool of qualified consultants capable of providing a wide range of specialized engineering, architectural and construction cost services on an as-needed basis for Port capital and on-going projects.	Regular	11/30/08
4022-05/06	Port	$1,500,000	Will issue a request for qualifications to establish a pool of at least two qualified firms to supplement Port staff in providing support services for construction projects when Port staff cannot satisfy workload of special contractual requirements.	Regular	12/30/08
4023-05/06	Municipal Transportation Agency	$2,162,843	Will rehabilitate and modify forty-five (45) 2800 series 40-foot AC Transit – 1993 GILLIG diesel coaches by December 21, 2005.	Regular	02/28/06
4024-05/06	City Planning	$75,000	Will provide improvements to the curb line geometry, parking arrangements and street elements like, trees, furniture, lighting, and paving arrangements for Leland Avenue.	Regular	01/31/06
4025-05/06	Airport Commission	$150,000	Will provide construction management services for Terminal 2 (formerly Central Terminal) including: scheduling, estimating, constructability reviews, construction administration, contract closeout, and systems start-up.	Regular	11/05/06
4026-05/06	Municipal Transportation Agency	$1,576,008	Will provide professional parking garage management services at the Lombard Street Garage.	Regular	09/30/11
1000-04/05	Port	Increase Amount $65,000 New Amount $130,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Regular	09/30/06
4049-03/04	Public Utilities Commission (Water)	Increase Amount $150,000 New Amount $500,000	Will provide independent expertise for the Calaveras Dam Project. Expertise areas include: seismology, engineering geology, geotechnical engineering, dam engineering, design & construction, etc.	Regular	12/31/08

4098-02/03	Public Utilities Commission (Water)	Increase Amount $8,000,000 New Amount $12,000,000	Will provide services for detailed design, final design services during construction, and start-up/ commissioning to replace the existing dam with and earth fill dam immediately downstream having the same storage capacity as the existing dam.	Regular	09/11/12

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works (File No. 0321-05-11) – Action Item

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, July 5, 2005.
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, July 18, 2005. (Vote 5 to 0)

July 5, 2005: Continue discussion and possible action on Laborers' attorney submission to Civil Service Commission meeting of August 1, 2005.

July 18, 2005: Continue discussion and possible action on the preliminary response of the Human Resources Director to the meeting of August 1, 2005. The Human Resources Director announced that he has instructed staff to extend the eligible list twelve months.

August 1, 2005:

(1) Employees met threshold of providing reason for not filing appeal. Appeals are accepted. (Vote of 4 to 1; Commissioner Gorrono dissents)
(2) Direct the Department of Public Works to work with the Department of Human Resources in establishing selection guidelines that are more tailored to the technical aspects of the job and recognizing exam performance. (Vote of 5 to 0)
(3) Direct the Department of Public Works to report to the Civil Service Commission on the performance appraisal process. Report to include numbers and percentages completed, numbers and percentages done timely, department wide and by division; number and percentage of competent and effective ratings; and, number percentage of ratings above and below competent and effective. (Vote of 5 to 0)
(4) Continue to the meeting of September 6, 2005 unless notified by the Department of Public Works that additional time is needed to complete the report. (Vote of 5 to 0)

Recommendation: Continue to the meeting of September 19, 2005; The Department of Public Works has notified the Commission that additional time is needed to complete the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request for an extension of the duration of the 9163 Transit Operator Eligible List #E-174-L. (File No. 0513-05-5) – Action Item

Recommendation of the Director of Transportation: Adopt the report. Extend Eligible List #E-174-L, Class 9163 Transit Operator, six (6) months to close of business March 15, 2006.

(8) **Appeal by Diane Campbell of the decision of the Human Resources Director to find insufficient evidence to support her discrimination complaint. (File No. 0374-04-6) – Action Item**

August 1, 2005:	Postpone to the meeting of Tuesday, September 6, 2005 at the request of Diane Campbell.
Recommendation:	Adopt the staff report; Sustain the decision of the Human Resources Director; deny the appeal by Diane Campbell.

(9) **Appeal by Joe Safdie of the decision of the Human Resources Director to approve the Municipal Transportation Agency's finding of insufficient evidence to sustain the charge of favoritism. (File No. 0058-04-6) – Action Item**

Recommendation:	Adopt the staff report; Sustain the decision of the Human Resources Director; deny the appeal by Joe Safdie.

(10) **Appeal by Michael Seymore on the rejection of his application for Class 7318 Electronic Maintenance Technician – Airport only. (File No. 0593-04-4) – Action Item**

Recommendation of the Human Resources Director:	Adopt the staff report; Deny the appeal by Michael Seymore.

(11) **Request for clarification of the Civil Service Commission action on June 20, 2005 on the San Francisco Police Department response to the Civil Service Commission regarding non-selection of Joseph Engler in classification Q-60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (File No. 0251-04-4) – Action Item**

November 15, 2004:	Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter.
December 20, 2004:	Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list.
May 2, 2005:	Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney.
May 16, 2005:	Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim.

June 20, 2005: Grant claim. (Vote of 3 to 1) Commissioner Casper dissents on the basis that: 1) the 9-point secondary criteria selection process was not contained in the examination announcement and was not required by the Commission's Rules, and 2) the procedure, having been adopted voluntarily by the department, could have been voluntarily amended, altered or waived by the department, so long as any amendment, alteration or waiver did not result in a non-merit alternate system, one not based on merit principles.

August 15, 2005: Postpone to the meeting of Tuesday, September 6, 2005 at 10:00 a.m. The Commission requested the Deputy City Attorney to clarify what it means to "grant the claim" of Joseph Engler. (Vote of 3 to 1; Commissioner Casper dissents and explained his reason by saying that "we have made an inherently unreasonable request of the Deputy City Attorney. The majority of this Commission took an action on June 20, 2005 and the Commission has now asked the Deputy City Attorney to tell the Commission all the various reasons why a majority of the Commission did what it did when the best source for those reasons are with the majority that's sitting here now".)

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: Permanent civil service appointment of James Ward, H – 3 Firefighter Paramedic with the San Francisco Fire Department. (File No. 0333-05-7) – Action Item

Recommendation: Postpone to the meeting of October 4, 2005 at the request of James Ward.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(13) **Department of Human Resources Report on provisional appointments. (File No. 0514-05-1) – Action Item**

Recommendation: Accept and file the report.

(14) **Department of Human Resources Report on Charter Exempt positions under Charter Section 10.104-16 through 10.104-18. (File No. 0520-05-1) – Action Item**

Recommendation: Accept and file the report.

(15) **Department of Human Resources Report on Classification Consolidation Activities; January 1 through June 30, 2005. (File No. 0521-05-1) – Action Item**

Recommendation: Accept and file the report.

(16) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(19) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

65
5
16/05

MINUTES

Regular Meeting
September 6, 2005

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

10:10 a.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Genevie Gallegos, LaRaza Centro Legal, Inc. requested clarification on whether LaRaza needed to submit additional documentation for the September 19th meeting.

Criss Romero, IFPTE Local 21 indicated that Local 21 had some concerns regarding PSC #4018-05/06.

APPROVAL OF MINUTES

Special Meeting of August 10, 2005 - 3:30p.m. Open Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of August 15, 2005

Action: Approve. (Vote of 4 to 0)

0512-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-05/06	Telecommunications & Information Services	$675,000	Will provide technical and functional support to the Retirement System's core software system, which is PeopleSoft's Pension Administration and Payroll applications.	Regular	07/31/07
4019-05/06	Public Works	$420,000	Will provide sidewalk and gutter cleaning in the Tenderloin area.	Regular	08/31/08
4020-05/06	Municipal Transportation Agency	$539,208	Will provide professional parking garage management services at the 1660 Mission Street Garage.	Regular	09/30/11
4021-05/06	Port	$2,000,000	Will issue a request to create a pool of qualified consultants capable of providing a wide range of specialized engineering, architectural and construction cost services on an as-needed basis for Port capital and on-going projects.	Regular	11/30/08
4022-05/06	Port	$1,500,000	Will issue a request for qualifications to establish a pool of at least two qualified firms to supplement Port staff in providing support services for construction projects when Port staff cannot satisfy workload of special contractual requirements.	Regular	12/30/08
4023-05/06	Municipal Transportation Agency	$2,162,843	Will rehabilitate and modify forty-five (45) 2800 series 40-foot AC Transit – 1993 GILLIG diesel coaches by December 21, 2005.	Regular	02/28/06
4024-05/06	City Planning	$75,000	Will provide improvements to the curb line geometry, parking arrangements and street elements like, trees, furniture, lighting, and paving arrangements for Leland Avenue.	Regular	01/31/06
4025-05/06	Airport Commission	$150,000	Will provide construction management services for Terminal 2 (formerly Central Terminal) including: scheduling, estimating, constructability reviews, construction administration, contract closeout, and systems start-up.	Regular	11/05/06
4026-05/06	Municipal Transportation Agency	$1,576,008	Will provide professional parking garage management services at the Lombard Street Garage.	Regular	09/30/11
1000-04/05	Port	Increase Amount $65,000 New Amount $130,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Regular	09/30/06
4049-03/04	Public Utilities Commission (Water)	Increase Amount $150,000 New Amount $500,000	Will provide independent expertise for the Calaveras Dam Project. Expertise areas include: seismology, engineering geology, geotechnical engineering, dam engineering, design & construction, etc.	Regular	12/31/08
4098-02/03	Public Utilities Commission (Water)	Increase Amount $8,000,000 New Amount $12,000,000	Will provide services for detailed design, final design services during construction, and start-up/ commissioning to replace the existing dam with and earth fill dam immediately downstream having the same storage capacity as the existing dam.	Regular	09/11/12

Speakers: Edna Ho and Charles Thompson, Department of Telecommunications and Information Services and Criss Romero, IFPTE Local 21 spoke on PSC #4018-05/06.
Mohammed Nuru, Department of Public Works spoke on PSC #4019-05/06.
Steven Lee, Municipal Transportation Agency spoke on PSC #4020-05/06 and PSC #4026-05/06.
Kathy Mallegni, Port Commission spoke on PSC #4021-05/06 and PSC #4022-05/06.
Bonita Davenport, City Planning spoke on PSC #4024-05/06.
John Marquez and Ray Quesada, Airport Commission spoke on PSC #4025-05/06

Action:

(1) Conditional approval on PSC #4018-05/06; IFPTE Local 21 is agreeable to removing its protests/concerns about the contract; The Department of Telecommunications and Information Services and Local 21 have agreed to meet to discuss their staffing plan and approach to filling these vacancies along with the training that's needed; and the Department of Telecommunications and Information Services will report to the Commission every six months until the two positions are filled with permanent in-house staff. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0321-05-11 **Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works. (Item No. 6)**

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, July 5, 2005.

(4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, July 18, 2005. (Vote 5 to 0)

July 5, 2005: Continue discussion and possible action on Laborers' attorney submission to Civil Service Commission meeting of August 1, 2005.

July 18, 2005: Continue discussion and possible action on the preliminary response of the Human Resources Director to the meeting of August 1, 2005. The Human Resources Director announced that he has instructed staff to extend the eligible list twelve months.

August 1, 2005:

(1) Employees met threshold of providing reason for not filing appeal. Appeals are accepted. (Vote of 4 to 1; Commissioner Gorrono dissents)

(2) Direct the Department of Public Works to work with the Department of Human Resources in establishing selection guidelines that are more tailored to the technical aspects of the job and recognizing exam performance. (Vote of 5 to 0)

(3) Direct the Department of Public Works to report to the Civil Service Commission on the performance appraisal process. Report to include numbers and percentages completed, numbers and percentages done timely, department wide and by division; number and percentage of competent and effective ratings; and, number percentage of ratings above and below competent and effective. (Vote of 5 to 0)

(4) Continue to the meeting of September 6, 2005 unless notified by the Department of Public Works that additional time is needed to complete the report. (Vote of 5 to 0)

Speakers: Genevie Gallegos, LaRaza Centro Legal, Inc. requested clarification on whether LaRaza needed to submit additional documentation for the September 19th meeting. The Executive Officer informed her no further submissions are necessary.

Action: Continue to the meeting of September 19, 2005; The Department of Public Works has notified the Commission that additional time is needed to complete the report. (Vote of 4 to 0)

0513-05-5 **Request for an extension of the duration of the 9163 Transit Operator Eligible List #E-174-L. (Item No. 7)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Adopt the report. Extend Eligible List #E-174-L, Class 9163 Transit Operator, six (6) months to close of business March 15, 2006. (Vote of 4 to 0)

0374-04-6 **Appeal by Diane Campbell of the decision of the Human Resources Director to find insufficient evidence to support her discrimination complaint. (File No. 8)**

August 1, 2005: Postpone to the meeting of Tuesday, September 6, 2005 at the request of Diane Campbell.

Speakers: Elizabeth Jacobi, Department of Human Resources
Diane Campbell, Appellant
Sally Liska, Department of Public Health

Action: Adopt the staff report; Sustain the decision of the Human Resources Director; deny the appeal by Diane Campbell. (Vote of 3 to 1; Commissioner Richardson dissents.)

0058-04-6 **Appeal by Joe Safdie of the decision of the Human Resources Director to approve the Municipal Transportation Agency's finding of insufficient evidence to sustain the charge of favoritism. (Item No. 9)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Vernon Crawley, Municipal Transportation Agency-EEO Unit
Joe Safdie, Appellant
Candy Heurlin, Municipal Transportation Agency
Bartholomew Murphy, Municipal Transportation Agency

Action: Adopt the staff report; Sustain the decision of the Human Resources Director; deny the appeal by Joe Safdie. (Vote of 4 to 0)

0593-04-4 **Appeal by Michael Seymore on the rejection of his application for Class 7318 Electronic Maintenance Technician – Airport only. (Item No. 10)**

Speakers: Michael Seymore, Appellant

Action: Postpone to the meeting of September 19, 2005 at the request of Michael Seymore. (Vote of 4 to 0)

0251-04-4 **Request for clarification of the Civil Service Commission action on June 20, 2005 on the San Francisco Police Department response to the Civil Service Commission regarding non-selection of Joseph Engler in classification Q-60 Lieutenant, Eligible List P-21 adopted June 13, 2000. (Item No. 11)**

November 15, 2004:

SUBJECT: **Appeal by Joseph Engler of the Executive Officer's decision to close his case on the selection for Police Lieutenant (Job Code Q-60) at the San Francisco Police Department (SFPD).**

Action: Continue to the meeting of December 20, 2004 to determine whether Civil Service Commission has jurisdiction in matter. (Vote of 5 to 0)

December 20, 2004:

SUBJECT: **Determination of Civil Service Commission jurisdiction on the appeal by Joseph Engler of the selection for Police Lieutenant (Job Code Q-60) at the San Francisco Police Department (SFPD).**

Action: Without reference to the jurisdiction of the Civil Service Commission and without reference to the merits, the Civil Service Commission has jurisdiction to hear the complaint by Joseph Engler on the decision of the Police Chief not to select him from the Q – 60 Police Lieutenant eligible list. (Vote of 4 to 1; Commissioner Alicia Becerril dissents.)

May 2, 2005:

SUBJECT: **Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000.**

Action: Postpone to the meeting of May 16, 2005 at the request of George Engler, Attorney. (Vote of 4 to 0; President Linda R. Richardson not present)

May 16, 2005:

SUBJECT: **Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000.**

Action: Postpone to the meeting of June 20, 2005. Item to be heard with the appeal by Joseph Engler on the decision of the Human Resources Director on his discrimination claim.
(Vote of 4 to 0; Commissioner Becerril not present)

June 20, 2005:

SUBJECT: **Response to the Civil Service Commission regarding non-selection of Joseph Engler in Classification Q – 60 Lieutenant, Eligible List P-21 adopted June 13, 2000.**

Action: Grant claim. (Vote of 3 to 1) Commissioner Casper dissents on the basis that: 1) the 9-point secondary criteria selection process was not contained in the examination announcement and was not required by the Commission's Rules, and 2) the procedure, having been adopted voluntarily by the department, could have been voluntarily amended, altered or waived by the department, so long as any amendment, alteration or waiver did not result in a non-merit alternate system, one not based on merit principles.

August 15, 2005:

SUBJECT: **Request for clarification of the Civil Service Commission action on June 20, 2005 on the San Francisco Police Department response to the Civil Service Commission regarding non-selection of Joseph Engler in classification Q-60 Lieutenant, Eligible List P-21 adopted June 13, 2000.**

Action: Postpone to the meeting of Tuesday, September 6, 2005 at 10:00 a.m. The Commission requested the Deputy City Attorney to clarify what it means to "grant the claim" of Joseph Engler. (Vote of 3 to 1; Commissioner Casper dissents and explained his reason by saying that "we have made an inherently unreasonable request of the Deputy City Attorney. The majority of this Commission took an action on June 20, 2005 and the Commission has now asked the Deputy City Attorney to tell the Commission all the various reasons why a majority of the Commission did what it did when the best source for those reasons are with the majority that's sitting here now".)

Speakers: Joseph Engler, Appellant
Deputy Chief Antonio Parra, San Francisco Police Department

Action: The Chief is to take no action on the June 20, 2005 action of the Civil Service Commission in granting the claim; that in granting the claim that information presented is forwarded to the Department of Human Resources to be used in their investigation of the discrimination complaint.

0333-05-7 **Determination of future employability: Permanent civil service appointment of James Ward, H – 3 Firefighter Paramedic with the San Francisco Fire Department. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of October 3, 2005 at the request of James Ward. (Vote of 4 to 0)

0514-05-1 **Department of Human Resources Report on provisional appointments. (Item No. 13)**

Speakers: None.

Action: Accept and file the report. (Vote of 4 to 0)

0520-05-1 **Department of Human Resources Report on Charter Exempt positions under Charter Section 10.104-16 through 10.104-18. (Item No. 14)**

Speakers: None.

Action: Accept and file the report. (Vote of 4 to 0)

0521-05-1 **Department of Human Resources Report on Classification Consolidation Activities; January 1 through June 30, 2005. (Item No. 15)**

Speakers: None.

Action: Accept and file the report. (Vote of 4 to 0)

GENERAL UPDATE OF THE DEPARTMENT OF HUMAN RESOURCES ACTIVITIES AND ISSUES.

Discussion: Philip Ginsburg, Human Resources Director thanked his staff, Denise Cannonier-Craig and Bruce Topp on a job well done.

He requested that the Commission take a look at the provisional appointment report carefully with an eye towards what he plans on doing in October which is coming to the Commission with some proposed rule changes to create a faster permanent hiring process and shortly thereafter, would like the Commission's assistance in identifying a way in which we can review our existing 1000 provisional employees; Identify those who have gone through a legitimate merit based selection process that has resulted in a provisional appointment and try to figure out if there is a way we can grant permanent status so that we can get out in front of our exam plan.

On August 15, 2005, the Mayor provided his initial directive in response to the civil service reform recommendations from the Human Resources Director which includes:

1. coming up with a faster permanent appointment process
2. reducing the number of provisional appointments
3. improving technology by identifying a more comprehensive on-line job application and referral program;
4. supervision and training; the Mayor has directed that all departments under his direction are to immediately begin providing newly hired supervisors and managers with three days of managerial training, including training in how to give performance evaluations. Also to insure that every employee has a goal-setting discussion with their supervisor and to figure a way to track and monitor the results
5. an annual report on succession planning on our aging workforce and the fact that we are facing a significant number of retirements in the coming years
6. Asked the Human Resources Director and President Linda Richardson to identify a task force to begin the much longer process of trying to simplify and revise our civil service rules. City Attorney Dennis Herrera has agreed to lend staff support to assist in staffing the group

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Casper inquired on the provisional report regarding the H – 50 Assistant Chief of the Department, San Francisco Fire Department. How many requisitions are filled by provisional appointment or some other method?

Denise Cannonier-Craig, Department of Human Resources will check it out and get back to the Commission.

ADJOURNMENT

3:05 p.m.

The meeting adjourned in memory and support of all the casualties and displaced citizens of Hurricane Katrina.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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SEP 15 2005
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PUBLIC LIBRARY

Regular Meeting
of

September 19, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

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4. Closing remarks.

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Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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Information on Disability Access
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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 19, 2005
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of September 6, 2005

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0534-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1018-05/06	Health Service System	$90,000	Will perform the administration of COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System.	Annual	06/30/06
1019-05/06	Health Service System	$90,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees.	Annual	06/30/06
1020-05/06	Health Service System	$400,000	Will provide health benefit plan actuarial and consulting services as required by City Charter.	Annual	06/30/06
1021-05/06	Health Service System	$110,000	Will provide administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/06
4027-05/06	Telecommunications & Information Services	$300,000	Will conduct a study to assess the feasibility of the City participating in the creation of a community broadband network to serve the public and to meet the City's internal telecommunications needs.	Regular	03/01/08
4028-05/06	Arts Commission	$299,510	Will conduct creative writing classes with low income youth at up to 12 sites in San Francisco.	Regular	08//31/06
4029-05/06	Airport Commission	$2,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects.	Regular	12/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0500-05-3) – Action Item

Recommendation: Adopt the report; Forward to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Michael Seymore on the rejection of his application for Class 7318 Electronic Maintenance Technician – Airport only. (File No. 0593-04-4) – Action Item

September 6, 2005: Postpone to the meeting of September 19, 2005 at the request of Michael Seymore.

Recommendation of the Human Resources Director: Adopt the staff report; Deny the appeal by Michael Seymore.

(8) Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works (File No. 0321-05-11) – Action Item

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, July 5, 2005.

4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, July 18, 2005. (Vote 5 to 0)

July 5, 2005: Continue discussion and possible action on Laborers' attorney submission to Civil Service Commission meeting of August 1, 2005.

July 18, 2005: Continue discussion and possible action on the preliminary response of the Human Resources Director to the meeting of August 1, 2005. The Human Resources Director announced that he has instructed staff to extend the eligible list twelve months.

August 1, 2005:

(1) Employees met threshold of providing reason for not filing appeal. Appeals are accepted. (Vote of 4 to 1; Commissioner Gorrono dissents)
(2) Direct the Department of Public Works to work with the Department of Human Resources in establishing selection guidelines that are more tailored to the technical aspects of the job and recognizing exam performance. (Vote of 5 to 0)
(3) Direct the Department of Public Works to report to the Civil Service Commission on the performance appraisal process. Report to include numbers and percentages completed, numbers and percentages done timely, department wide and by division; number and percentage of competent and effective ratings; and, number percentage of ratings above and below competent and effective. (Vote of 5 to 0)
(4) Continue to the meeting of September 6, 2005 unless notified by the Department of Public Works that additional time is needed to complete the report. (Vote of 5 to 0)

September 6, 2005: Continue to the meeting of September 19, 2005; The Department of Public Works has notified the Commission that additional time is needed to complete the report.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

(10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

SF
C65
#5
9/19/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
September 19, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 23 2005
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Not Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Genevie Gallegos, LaRaza Centro Legal, Inc. stated that she, along with the laid off Laborers were present to speak on Item # 8.

APPROVAL OF MINUTES

Regular Meeting of September 6, 2005

Action: Approve. (Vote of 4 to 0)

0534-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1018-05/06	Health Service System	$90,000	Will perform the administration of COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System.	Annual	06/30/06
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Speakers: Bart Duncan, Health Service System spoke on PSC #1018-05/06 and PSC #1019-05/06.
Brian Roberts, Department of Telecommunications & Information Services spoke on PSC #4027-05/06.
Janet Heller, Arts Commission-Writers Corp. spoke on PSC #4028-05/06.
John Marquez and Anthony Breslin, Airport Commission spoke on PSC #4029-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0500-05-3 **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 6)**

Speakers: Steve Ponder, Department of Human Resources
Donna Levitt, Office of Contract Administration

Action:
(1) Adopt the report; Forward to the Board of Supervisors;
(2) Direct the Department of Human Resources to forward the new collective bargaining agreement to the Board of Supervisors with a copy to the Executive Officer, Civil Service Commission. (Vote of 4 to 0)

0593-04-4 **Appeal by Michael Seymore on the rejection of his application for Class 7318 Electronic Maintenance Technician – Airport only. (Item No. 7)**

September 6, 2005: Postpone to the meeting of September 19, 2005 at the request of Michael Seymore.

Speakers:
Elizabeth Jacobi, Department of Human Resources
Carolina Robert, San Francisco International Airport
John Marquez, Airport Commission
Michael Seymore, Appellant
Denise Cannonier-Craig, Department of Human Resources
William Lehew, San Francisco International Airport

Action: Grant the appeal by Michael Seymore. (Vote of 4 to 0)

0321-05-11 **Inspection Service Request for Information: Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works (Item No. 8)**

June 6, 2005:

1) Direct the Human Resources Director to conduct an investigation/inquiry and report to the Civil Service Commission.
2) Direct the Human Resources Director to report on a recommendation for the extension of the Eligible List for General Laborer (Job Code 7514) scheduled to expire on August 13, 2005.
3) The Commission gave direction to the Laborer's attorney to submit written declarations and additional information to the Executive Officer with a copy to the Human Resources Director by June 24, 2005 for scheduling for the first meeting in July, July 5, 2005.
4) The Commission gave direction to the Human Resources Director to submit a report on the Hiring, Selection and Layoff for 7514 General Laborer positions at the Department of Public Works and recommendation on the eligible list extension for scheduling for the second meeting in July, July 18, 2005. (Vote 5 to 0)

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(1) Employees met threshold of providing reason for not filing appeal. Appeals are accepted. (Vote of 4 to 1; Commissioner Gorrono dissents)
(2) Direct the Department of Public Works to work with the Department of Human Resources in establishing selection guidelines that are more tailored to the technical aspects of the job and recognizing exam performance. (Vote of 5 to 0)
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(4) Continue to the meeting of September 6, 2005 unless notified by the Department of Public Works that additional time is needed to complete the report. (Vote of 5 to 0)

September 6, 2005: Continue to the meeting of September 19, 2005; The Department of Public Works has notified the Commission that additional time is needed to complete the report.

Speakers:

(1) Tammy Wong, Department of Public Works summarized the report from the Department of Public Works on performai appraisals.
(2) Kerry Ko, Department of Human Resources responded to questions from the Commission.
(3) Genevie Gallegos, Attorney, LaRaza Centro Legal, Inc. requested to include appeal on post selection/referral process. She suggested in regards to a remedy would be to consider the construction experience as a criteria to be considered.
(4) Larry Montoya stated how hard they worked and may not even get selected.
(5) Michael Wilson stated they fought for $1.8 million to be put in budget.
(6) Anthony Travis pleaded for their jobs back.
(7) Charles Minster stated that he is a member of Local 261 and spoke in support of the Laborers and the merit system; he also pointed out how important it is to speak out when wrong occurs.
(8) Bryan Hill thanked the Commission for hearing them on this matter. He inquired when they would be able to see a list of the people that will be hired.

(9) Eighi Hisatake inquired about how the department can give credit for evaluations that do not exist.
(10) Francisco DeCosta, Environmental Justice Advocacy questioned how the workers that were adversely impacted will be made whole.

Action:

(1) The Commission accepts and approves the reports submitted by the Human Resources Director dated July 12, 2005, and from Tammy Wong, Department of Public Works dated September 16, 2005 in connection with the Commission's inquiry into the Hiring, Selection and Lay-off for Class 7514 General Laborer positions in the Department of Public Works; Accept the findings of fact contained in such reports.
(2) With respect to the appeals submitted by individual eligibles on the current 7514 General Laborer eligible list, the duration of which has been extended by the Human Resources Director, the appeals are granted only with respect to those actions to be taken by the Department of Public Works which are described in the letter to these appellants through their counsel, LaRaza Centro Legal, Inc. from Edwin Lee, Director, Department of Public Works dated September 16, 2005;
(3) With respect to all other matters presented to this Commission in such appeal, the appeal is denied. In accepting the factual findings of the Department of Human Resources report, those factual findings constitute the basis for the Commission's determination. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

No updates by the Human Resources Director.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

6:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

3/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

DOCUMENTS DEPT.
SEP 28 2005
SAN FRANCISCO
PUBLIC LIBRARY
09-28-05A10:02 RCVD

Regular Meeting
of

October 3, 2005

2:00 p.m.
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APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

SEPARATIONS AGENDA

SPECIAL ORDER OF BUSINESS – 3:15 P.M.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curb-side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 3, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of September 19, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0548-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-05/06	Human Resources	$8,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Regular	08/31/08
4031-05/06	Airport Commission	$75,000	Will oversee the design, acquisition, installation, and testing process of a new comprehensive and enhanced aircraft noise management system.	Regular	06//30/06
4032-05/06	Environment	$150,000	Will provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006.	Regular	05/31/06
4070-04/05	Administrative Services	Increase Amount $148,500 New Amount $204,188	Will provide to day laborers: increase access to work and social services, educational opportunities, promote positive working relationships between employers and prospective employers, act as liaison to address community tensions.	Regular	02/28/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(6) **Determination of future employability: Permanent civil service appointment of James Ward, H – 3 Firefighter Paramedic with the San Francisco Fire Department. (File No. 0333-05-7) – Action Item**

September 6, 2005: Postpone to the meeting of October 3, 2005 at the request of James Ward.

Recommendation: No future employment with the San Francisco Fire Department.

SPECIAL ORDER OF BUSINESS – 3:15 P.M.

(7) **Proposals on Civil Service Reform. (File No. 0553-05-1) – Discussion & Possible Action Item**

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(11) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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MINUTES

Regular Meeting
October 3, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
OCT - 7 2005
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Not Present
Commissioner Alicia D. Becerril	Present (Missed Items 7 b – 11)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 19, 2005

Action: Approve. (Vote of 4 to 0)

0548-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-05/06	Human Resources	$8,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Regular	08/31/08
4031-05/06	Airport Commission	$75,000	Will oversee the design, acquisition, installation, and testing process of a new comprehensive and enhanced aircraft noise management system.	Regular	06//30/06
4032-05/06	Environment	$150,000	Will provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006.	Regular	05/31/06
4070-04/05	Administrative Services	Increase Amount $148,500 New Amount $204,188	Will provide to day laborers: increase access to work and social services, educational opportunities, promote positive working relationships between employers and prospective employers, act as liaison to address community tensions.	Regular	02/28/06

Speakers: Kerry Ko and Julian Low, Department of Human Resources and John Zimmerman spoke on PSC #4030-05/06.
John Marquez and Sjohnna Knack, San Francisco International Airport spoke on PDC # 4031-05/06.
Mark West, Department of the Environment spoke on PSC # 4032-05/06.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0333-05-7 **Determination of future employability: Permanent civil service appointment of James Ward, H – 3 Firefighter Paramedic with the San Francisco Fire Department. (Item No. 6)**

September 6, 2005: Postpone to the meeting of October 3, 2005 at the request of James Ward.

Speakers: Assistant Deputy Lorrie Kalos, San Francisco Fire Department
James Ward, Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Make restitution to the City and County of San Francisco in the amount of $6, 201.57; No future employment with the San Francisco Fire Department. (Vote of 3 to 1; Commissioner Becerril dissents.)

SPECIAL ORDER OF BUSINESS – 3:15 P.M.

0553-05-1 **Proposals on Civil Service Reform including but not limited to specific proposals to expedite the examination, selection and appointment of employees. (Item No. 7)**

Speakers:

(1) Mayor Gavin Newsom addressed the Commission on civil service reform and expedited hiring of permanent employees.

(2) Philip Ginsburg, Human Resources Director summarized the Mayor's comments and submitted a set of Proposed Rules on Position-Based Testing (see attached). He requested that the Commission post the proposed rules for meet and confer at its earliest convenience.

(3) Richard Rothman, SEIU Local 790 representative stated that Local 790 looks forward to public meetings with the Commission and requested that meetings be held in the evening so that the membership will be able to attend; also requested release time for employees to attend meet and confer. The membership needs to look at the details of the proposed rules. He appreciates the Department of Human Resources putting their memos on the website. He feels the Commission needs to be aware of the as-needed issue.

(4) Criss Romero, IFPTE Local 21 expressed concern regarding provisional employees having no rights and this need to be addressed. He thanked the Mayor's Office and the Human for pushing the expedited hiring process forward. They are also looking forward to having discussions on the proposals.

(5) John Marquez, San Francisco International Airport thanked the Human Resources Director and the Mayor's Office for moving forward on the expedited hiring process. The Airport currently is required to split staffing allocations to provisional hiring and permanent hiring and looks forward to devoting 100% of staff to permanent civil service hiring.

Action: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion. (Vote of 3 to 0; Commissioner Becerril left at 4:55 p.m.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

5:27 p.m.

City and County of San Francisco

Gavin Newsom
Mayor

Department of Human Resources

Philip A. Ginsburg
Human Resources Director

Date: October 3, 2005

To: The Honorable Civil Service Commission

From: Philip A Ginsburg, Human Resources Director

Subject: Submission of Proposed Rule for Position-Based Testing

On May 23, 2005, the Department of Human Resources' report, Civil Service Reform: Preserving the Promise of Government, was presented to Mayor Gavin Newsom. As you know, this report focused on a review of the City's civil service system that the Mayor requested of me in October 2004. It offered a comprehensive overview of our century-old system and included recommendations for improvements.

Today, I am excited to submit to you the attached proposed rule for a Position-Based Testing Program. This rule is intended to provide a faster, merit-based, permanent hiring process for selected positions and limit our reliance on provisional hiring. The rule is designed to provide a permanent eligible list within 60 days from the positing of a job announcement.

It is my intent to fully engage the Commission and other stakeholders, including employee organizations, in open and collaborative discussions about the specifics of this rule.

I would like to acknowledge the tremendous efforts of the DHR staff, the City Attorney's Office, and the continued support of citywide human resources professionals in the development and vetting of this proposed rule concept and language. This is a major step towards achieving significant reform within our civil service system.

Attachment

Proposed Rule: Position-Based Testing

Respectfully Submitted to the Civil Service Commission October 3, 2005
By: Philip A. Ginsburg, Human Resources Director

Applicability: Rule 1XX shall apply to examinations designated to the Position-Based Testing Program and shall apply to employees in all classes except the Uniformed Ranks of the Police and Fire Departments, and MTA Service-Critical positions or classes.

Article I: Civil Service Commission Policy Related to Position-Based Testing

Sec. 1XX.1.1 **Purpose**

1. The Civil Service Commission recognizes the importance of reducing the time it takes to make permanent civil service appointments and reducing reliance on provisional and other forms of temporary hiring. Therefore, the Position-Based Testing Program is being established with the goal of adopting eligible lists resulting from merit-based examination processes within 60 days from the posting of the examination announcement.

2. It is the Policy of the Civil Service Commission that examination processes in the City and County of San Francisco under the Position-Based Testing Program are conducted in an efficient and fair manner to ensure that the best-qualified individuals are selected to perform service for the City.

Sec. 1XX.1.2 **Merit Based Examinations**

1. All applicants for positions in the classified service shall submit to verifiable competitive examinations based on merit and fitness as shown by appropriate tests. Job-related criteria shall be utilized in all phases of the examination and employee selection process without regard to race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parent status, domestic partner status, color, ethnicity, medical condition (cancer-related), Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions, other non-merit factors or any other category provided by ordinance.

2. All forms of cheating, aid or hindrance are prohibited.

Sec. 1XX.1.3 **Diversity of Workforce**

1. It is the policy of the Civil Service Commission to achieve a work force that is fully reflective of the diversity of the City and County of San Francisco.

2. When there is under-representation of an ethnic or gender group for a specific class or occupational category, the Human Resources Director may take appropriate legal actions to correct or mitigate the under-representation.

3. The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize diversity of the work force.

Article II: Examination Provisions

Sec. 1XX.2.1 **Application of Position-Based Testing**

The term Position-Based Testing as used in this Rule shall apply to any examination that has been designated by the Human Resources Director to be included in the Position-Based Testing Program. Inclusion of classes in the program may be based on: the number of positions in the subject class, functions of position(s), hiring needs of departments, and other relevant criteria as may be determined by the Human Resources Director.

Sec. 1XX.2.2 **Civil Service Commission Rules for Position-Based Testing**

All examination provisions for Position-Based Testing are specified in Rule 1XX. Provisions specified in Civil Service Rule 105.12.1, 105.12.4, and 105.20 do not apply to the Position-Based Testing Program. Examination provisions specified in Civil Service Rules 110, 111, 112 Articles I – IV, and 113 Articles II, III and VI do not apply to the Position-Based Testing Program.

Sec. 1XX.2.3 **Responsibilities of the Human Resources Director**

1. The Human Resources Director shall establish procedures, requirements and standards to implement the rules and policies of the Civil Service Commission concerning the Position-Based Testing Program and to improve the City's ability to make prompt hires of best-qualified applicants. Nothing in this rule is intended to extend to the Human Resources Director the authority to change Civil Service Commission policy or to cause or permit the Human Resources Director to take any action not in compliance with the law.

2. The Human Resources Director shall administer and rule on all matters concerning the Position-Based Testing Program. The decision of the Human Resources Director related to Position-Based Testing Program matters under this rule is final unless this rule expressly provides for appeal to the Civil Service Commission.

3. The Human Resources Director may initiate audits or investigations of the Position-Based Testing program for compliance with Civil Service policies and rules, compliance with Department of Human Resources policies and procedures, or for other business reasons.

Article III: Examination Announcements

Sec. 1XX.3.1 **Examination Announcements**

1. The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

2. City and County of San Francisco examination announcements shall be officially posted at the Department of Human Resources.

Sec. 1XX.3.2 **Reissuing of Examination Announcements**

The Human Resources Director may reissue an examination announcement to extend the application-filing period or in response to an appeal. When reissued for these reasons, an examination announcement is not open to an appeal.

Sec. 1XX.3.3 **Correction of Examination Announcements**

Examination announcements may be corrected by the Human Resources Director with respect to clerical errors, misprints, and incorrect wording by posting notice of such corrections. Additional time shall not be allowed for appeal of the substantive provisions contained in the original examination announcement.

Article IV: Examination Applicants and Applications

Sec. 1XX.4.1 **Definition of an Applicant**

An applicant is a person who has filed an application for examination within the time limits and under the conditions specified on the examination announcement.

Sec. 1XX.4.2 **Qualifications of Applicants**

1. Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement.

2. City and County employees shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees may receive credit for duties not usually performed by incumbents in a class if their employee file contains contemporaneous documentation that the duties were assigned and performed. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the approval of the Human Resources Director.

Sec. 1XX.4.3 **False Statements by Applicants**

Significant false statements, whether intentional or unintentional, made or permitted by any applicant on the application or in any phase of the examination or hiring process shall be good cause for the exclusion of such person from any examination, or the removal of the applicant's name from the eligible list, and may be good cause for removal or discharge from the City and County service.

Sec. 1XX.4.4 **Promotive Applicants**

Applicants for promotive-only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, city employees with six consecutive months (1040 hours) of verifiable experience in any class in any status qualify as promotive applicants.

Sec. 1XX.4.5 **Veterans Preference in Examinations**

1. The Human Resources Director shall establish the definitions of and procedures for Veterans preference in examinations in accordance with applicable law.

2. Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veteran status at the time he/she submits the initial job application or as specified on the examination announcement.

Sec. 1XX.4.6 **Change of Address**

The Department of Human Resources must be notified in writing (including e-mail) by the applicant of any change of address, e-mail address or telephone number. Notice of change to the Post Office and/or an employee's current department only does not meet the notification requirement.

Sec. 1XX.4.7 **Custody of Examination Applications**

Examination applications and supporting documents become the property of the Department of Human Resources when received. Return of such documents shall require the approval of the Human Resources Director.

Sec. 1XX.4.8 **Names Not to be Made Public**

Except as otherwise authorized by the Human Resources Director, the names of successful participants for any examination shall not be made public until the eligible list is posted. The names of participants who fail in any examination shall not be posted.

Article V: Examinations

Sec. 1XX.5.1 **Adequacy of Examinations**

The Human Resources Director shall approve the adequacy of the examination to rate the capacity of the applicants to perform the job. Examinations may include, but are not limited to one or more testing devices such as written examinations, oral interviews, performance exercises, assessment centers, successful completion of requirements imposed by other authorities for the award of certification, licensure, academic recognition (e.g. degree, course completion), placement on a roster as provided in Sec. 1XX.6.5, or any other devices or methods to determine merit and fitness for tested positions.

Sec. 1XX.5.2 **Examination Rating Panels**

The Human Resources Director shall make every reasonable effort to ensure diversity of the qualified raters.

Sec. 1XX.5.3 **Establishing Cutoff Scores and Number of Eligibles**

The Human Resources Director shall establish a cutoff or passing score and shall determine the number of persons who shall constitute the eligible list.

Sec. 1XX.5.4 **Cheating in Examinations Prohibited**

1. Any action that constitutes cheating, aid, hindrance, fraud or collusion in any part of the examination process is prohibited. The following are some specific actions that are expressly prohibited: significant false statements by applicants on the application or during the selection process; the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination; defeating, deceiving or obstructing any person in respect to his or her right of examination; falsely marking, grading, estimating or reporting upon the examination or proper standing of any person examined hereunder, or aid in so doing; making any false representations concerning the examination or the person examined; or furnishing to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Sec. 1XX.5.4 **Cheating in Examinations Prohibited (cont.)**

2. Any person cheating, attempting to cheat, or assisting in cheating or hindering other persons in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment and such other appropriate action as may be recommended by the Human Resources Director.

Sec. 1XX.5.5 **Review of Ratings by Examination Participants**

1. Examination participants shall have a minimum period of two (2) working days to review their own examination ratings to confirm the accuracy of the calculation of their scores and/or rankings. The identity of the examiner giving any mark or grade shall not be disclosed.

2. The Human Resources Director shall establish the procedures for Review of Ratings.

Article VI: Administration of Eligible Lists

Sec. 1XX.6.1 **Eligible Lists**

1. The names of examination participants passing all phases of an examination described by the terms and conditions of the examination announcement shall be placed on an eligible list.

2. The Human Resources Director shall establish the duration of an eligible list and/or durations of eligibility of individuals on the eligible list.

Sec. 1XX.6.2 **Adoption and Posting of Eligible List**

1. After the period for Review of Ratings, the eligible list shall be adopted and posted.

2. Changes in an eligible list because of clerical or computational errors shall not change the date of adoption of the eligible list.

3. The Human Resources Director may adopt an eligible list pending the resolution of any appeal. Eligibles reachable within the applicable certification rule may be referred to departments (certified) for potential hire. Resolutions of appeals shall not affect earlier hires from the eligible list.

Sec. 1XX.6.3 **Maintenance of Eligibility**

Eligibles who fail to possess or maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility. The Human Resources Director is authorized to remove eligibles from an eligible list who have failed to maintain qualifications and may restore eligibles to an eligible list based on qualifications or to comply with Civil Service Commission Rules.

Sec. 1XX.6.4 **Management of Eligible Lists**

1. The Human Resources Director shall have the right to correct errors on an eligible list or amend an eligible list as a result of the outcome of an Appeal or if required by Civil Service Rules or other legal requirements. Corrections and/or amendments of the eligible list shall not affect earlier hires from the eligible list.

Sec. 1XX.6.4 **Management of Eligible Lists (cont.)**

2. The Human Resources Director may extend the duration of an eligible list or eligibility periods for individuals on the eligible list based on the needs of the City or merit factors.

3. The Human Resources Director may authorize the merging of eligible lists in the same class or similar classes.

4. The Human Resources Director may cancel an eligible list, or make optional the use of an eligible list based on the needs of the City or merit factors such as inability of eligibles to meet job specific qualifications or requirements.

5. The Human Resources Director may approve the use of an eligible list for permanent civil service appointments to other positions in the same or similar classes.

Sec. 1XX.6.5 **Rosters of Eligibles Established by Other Authorities**

1. Appropriate rosters of eligibles established by other recognized authorities, such as the State of California, may be utilized to fill positions, or as the basis for establishing eligible lists.

2. The Human Resources Director shall determine the criteria and standards for approving the use of rosters established by other authorities. In assessing appropriateness, the Human Resources Director shall ensure that placement on a roster does not require membership in an organization.

3. The use of such rosters shall be specified on the examination announcement.

Article VII: Certification of Eligibles

Sec. 1XX.7.1 **Certification**

1. The Department of Human Resources shall certify to the appointing officer the names of eligibles that are reachable within the applicable certification rule.

2. If all eligibles at a score waive appointment or fail to respond within specified time limits, the appointing officer may request supplementary certification(s) from the next highest score(s).

Sec. 1XX.7.2 **Certification of Eligibles – Minimum Allowable Certification Rule**

1. The minimum (i.e. most restrictive) certification rule shall be the Rule of Three Scores.

2. The most restrictive formula for application of the Rule of Three scores shall be:

   2.1 When there is one (1) approved personnel requisition on file for a class, the Department of Human Resources shall certify to the appointing officer the number of scores equal to the number of the certification rule. For example, three scores will be certified for a position with a certification rule of three scores.

   2.2 When there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the certification rule minus one. For example, if twelve (12) requisitions are to be filled under a rule of three (3) scores, the number of scores certified is $12 + 3 - 1 = 14$.

Sec. 1XX.7.3 **Establishment of the Certification Rule for Position-Based Testing**

1. The Human Resources Director and/or representative is authorized to discuss and pursue agreement with employee organizations as to the Certification Rule applicable to an eligible list resulting from an examination in the Position-Based Testing Program, provided however that the minimum rule cannot be fewer than the Rule of Three Scores. If these discussions result in agreement with the employee organization that represents employees in the class being tested, the agreed-upon Certification Rule shall be specified as a term of the examination

Sec. 1XX.7.3 **Establishment of the Certification Rule for Position-Based Testing (cont.)**

announcement. Appeals of the agreed-upon Certification Rule shall not be permitted. Nothing in this section is intended to change the scope of bargaining specified by Charter or applicable law.

2. If discussion between the Human Resources Director or representative and the employee organization fails to result in agreement regarding the certification rule, then:

2.1 The Human Resources Director or representative shall establish the Certification rule for each class or position based on needs of the City, provided however that the minimum rule for the certification of eligibles shall be the Rule of Three Scores. The Certification Rule to be used to administer the eligible list shall be specified on the examination announcement for the class.

2.2 A certification rule so established is appealable to the Civil Service Commission as a term of the announcement.

Article VIII: Appeals of Examination Processes

Sec. 1XX.8.1 **Substance of Appeals**

1. An action by the Department of Human Resources under Rule 1XX may be appealed by a person injured by that action as provided in this Article VIII. For each appeal the appellant must state the specific grounds upon which the appeal is based, cite the specific Civil Service Rule or Department of Human Resources Policy that the appellant contends was violated by the action which is the subject of the appeal, provide facts including available documents to support the appeal, and demonstrate a rational relationship between the injury suffered by appellant as a result of the action being appealed and the alleged violation of Rule or Policy. Failure to meet all of the above requirements to support the appeal will result in immediate rejection of the Appeal.

2. An appeal that objects to ratings or rankings based solely on the candidate's belief that he or she is entitled to a higher or passing score shall not be considered. Neither the Human Resources Director nor the Civil Service Commission shall substitute his, her or its judgment for the judgment of qualified raters.

Sec. 1XX.8.2 **Timeliness of Appeals**

Protests and appeals that are not submitted within the prescribed time limits shall not be considered.

Sec. 1XX.8.3 **Continuance of Exams with Appeals Pending**

The Human Resources Director may proceed with any and all phases of the Position-Based Testing process pending an appeal.

Sec. 1XX.8.4 **Authority to Rule on Appeals**

1. **Civil Service Commission**

Appeals to the Civil Service Commission may occur at two (2) points in the examination process: (1) after the examination announcement has been issued, and (2) after the examination has been administered and prior to the posting of the eligible list. Appeals of the examination announcement may be based only on challenges to the position description, the minimum qualifications, and/or the certification rule when the certification rule was not reached by mutual agreement with the employee organization representing the tested class. Appeals after the examination administration may be based only on claims of inconsistency in examination administration, bias of raters and/or failure of raters to apply uniform standards. Decisions of the Civil Service Commission on these examination matters will be final.

2. **Human Resources Director**

All other appeals may be made to the Human Resources Director whose decision will be final.

Sec. 1XX.8.5 **Appeals to the Civil Service Commission**

1. **Appeals of the Examination Announcement**

1.1 The standard of review for appeals under this section shall be abuse of discretion, i.e. whether the Human Resources Director abused his/her discretion in establishing the position description, the minimum qualifications and/or the certification rule when the certification rule was not reached by mutual agreement with the employee organization representing the tested class.

1.2 Appeals under this section must be submitted directly to the Executive Office of the Civil Service Commission and must be received in the Executive Office of the Civil Service Commission by close of business on the fifth (5th) business day after the examination announcement issuance date.

Sec. 1XX.8.5 **Appeals to the Civil Service Commission (cont.)**

1. **Appeals of the Examination Announcement (cont.)**

1.3 Appeals must be in writing and shall include a statement of the specific component(s) or item(s) of the examination announcement being contested and specific reason(s) why adoption of the cited portions of the examination announcement constitutes abuse of discretion by the Human Resources Director. All supporting documentation must be submitted with the written appeal.

1.4 Upon receipt of an appeal, the Executive Office of the Civil Service Commission shall place the appeal on the Civil Service Commission agenda for the next Commission meeting, and immediately forward a copy of the appeal to the Department of Human Resources.

1.5 The Human Resources Director or representative may take actions to resolve the appeal with the appellant before the scheduled Commission hearing date.

1.6 The Civil Service Commission shall rule on an unresolved appeal on the date it is calendared for hearing. No continuances will be allowed. The Commission's action on the appeal shall be final and no reconsideration requests shall be allowed.

2. **Appeals of Inconsistency of Examination Administration, Bias of Raters and/or Failure of Raters to Apply Uniform Standards**

2.1 Appeals shall be based solely on claims that the inconsistency in examination administration, bias of the raters, and/or failure of the raters to apply uniform standards compromised either the validity or the reliability of the examination. Appeals shall include a statement of the specific facts that demonstrate that the validity or reliability of the examination was compromised, and cite the specific Civil Service Rule or Department of Human Resources Policy that was violated.

2.2 Appeals must be in writing and must be submitted directly to the Executive Office of the Civil Service Commission. The appeal must be received in the Executive Office of the Civil Service Commission by close of business on the fifth (5th) business day from the postmarked date (or e-mail date) of the written notice of examination results.

Sec. 1XX.8.5 **Appeals to the Civil Service Commission (cont.)**

2. **Appeals of Inconsistency of Examination Administration, Bias of Raters and/or Failure to Apply Uniform Standards (cont.)**

2.3 Upon receipt of an appeal, the Executive Office of the Civil Service Commission shall place the appeal on the Civil Service Commission agenda for the next Commission meeting, and immediately forward a copy of the appeal to the Department of Human Resources.

2.4 The Human Resources Director or representative may take actions to resolve the appeal with the appellant before the scheduled Commission hearing date.

2.5 The Civil Service Commission shall rule on an unresolved appeal on the date it is calendared for hearing. No continuances will be allowed. In order to prevail on an appeal under this section, the appellant must establish by a preponderance of the evidence that the Rule or Policy at issue was violated and that the violation caused a compromise of the validity or reliability of the examination. The Commission's action on the appeal shall be final and no reconsideration requests shall be allowed.

Sec. 1XX.8.6 **Appeals to the Human Resources Director**

1. **Protests at the Examination Site**

1.1 An examination participant may protest the assignment of a rater to his/her board or panel based on a claim of the rater's inability to rate the examination participant competently or without bias. The protest of the rater must be made to the designated representative of the Human Resources Director present at the examination prior to participation in this phase of the examination. If no protest is made, then no appeal of the assignment of the rater will be permitted

1.2 An examination participant may submit a protest of a problem occurring at an examination site, such as but not limited to equipment malfunction or disturbance of the examination process, that interfered with the examination participant's performance in the examination. Such protest must be made to the designated representative of the Human Resources Director present at the examination site immediately upon encountering or experiencing the problem and before leaving the examination site. If no protest is submitted, then the Human Resources Director may refuse an appeal of a problem occurring at the examination site.

Sec. 1XX.8.6 **Appeals to the Human Resources Director (cont.)**

1. **Protests at the Examination Site (cont.)**

1.3 The decision or action in response to a protest at the exam site may be appealed to the Human Resources Director. The appeal must be submitted in writing and must be received at the Department of Human Resources not later than the fifth (5th) business day after the candidate's examination date.

2. **Appeal of Accuracy of the Calculation of Examination Scores and/or Ranking**

2.1 An appeal of the accuracy of the calculation of examination scores and/or rank must be submitted directly to the Human Resources Director or representative within the period designated for review of ratings (see Section 1XX.5.5). The decision of the Human Resources Director related to calculation of examination scores and rank is final.

3. **Appeals of Other Examination Matters**

An appeal of any other examination matter must be made in writing and received by the Human Resources Director not later than the fifth (5th) business day after the occurrence or notice of the issue of appeal. The decision of the Human Resources Director on all these matters is final.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Friday, October 14, 2005
5:00 p.m.

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Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Reform: Position–Based Testing: Proposed Amendments to Civil Service Commission Rules to Implement an Expedited Examination, Selection and Appointment Process – Including Referral and Certification Rules; To Provide a Permanent Civil Service Eligible List within 60 days from the Posting of a Job Announcement; And, to Establish Expedited Appeal and Hearing Procedures.

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

Recommendation: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 10/11/05

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Friday, October 14, 2005
5:00 p.m.

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I. The Special Meeting was called to order at 5:02 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper

Not Present: Commissioner Morgan R. Gorrono

President Linda Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None. Public comment will be heard after Executive Officer's presentation.

III. Civil Service Reform: Position – Based Testing: Proposed Amendments to Civil Service Commission Rules to Implement an Expedited Examination, Selection and Appointment Process – Including Referral and Certification Rules; To Provide a Permanent Civil Service Eligible List within 60 days from the Posting of a Job Announcement; and, to Establish Expedited Appeal and Hearing Procedures.

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

Speakers: 1. Richard Rothman, SEIU Local 790 – making sure there is an appeal and that the examination process is fairly administered; the CSC needs to look broadly into the process; SEIU doesn't know what positions are going to be covered under this proposal; Section 2.1 should have guidelines set up; requests meeting with the Union and a list of classes that they represent that will be under this program, since this was one of their big concerns; Eligible Lists – they recommend to extend the list until a new list is established, because he's seen Department Heads wait until the day after the list expires and they start hiring provisional employees, the way to stop this is to extend the list until a new list is established.

2. Criss Romero, IPFTE Local 21 – he knows there will be meet and confer; also would like to have an idea of timeline for meet and confer; have some concerns as well of the capability of Departments to give tests, they are looking at ethical issues, they are looking for a process that is fair – and merit based and assures that when people take a test, have the same chance that everybody else does.

3. Sin Yee Poon, SEIU Local 790 – as an elected representative of the employees and as a member of the public it's really important to her that these issues are open to the public and come in front of the Commission as they occur; some of the issues that were discussed, they are very conscious and aware and have concerns about, specifically, representation and documentation requirements of appellants; the CSC oversees a wide variety of classifications of employees from very low level to very high, the requirement needs to be such that it does not prevent the folks that are not attorneys and not aware of the CSC Rules or policies of the Department of Human Resources to be able to have an appeal without having to have legal representation; the other thing is when the Department of Human Resources brought up the issue of having no ranking, that was a big red flag, because part of the reason for having competitive examinations is so there would not be favoritism; basically, they are all for a fast hiring process but want to make it clear that they don't want to take efficiency over the right to have an open process

Action: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005. (Vote of 3 to 0; Commissioner Ng missed vote.)

V. Adjournment

7:25 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 17, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

SPECIAL ORDER OF BUSINESS – 6:00 P.M.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 17, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 3, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0580-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-05/06	Mayor's Office of Public Finance & Business Affairs	$250,000	Will provide for development of a comprehensive Economic Development Plan for the City and County of San Francisco and Survey of Barriers to Economic Development in San Francisco.	Regular	06/30/07
4034-05/06	Airport Commission	$1,674,000	Will provide maintenance and technical support to insure the operation of certain Common Use Terminal Equipment (CUTE) which is an integrated electronic and computerized communications system that is shared by all of the SFIA tenant air-lines.	Regular	12/31/07
4035-05/06	Tele-communications & Information Services	$600,000	Will assist DTIS staff during periods of heavy workload. Contractors will perform basic safety and security system installations.	Regular	09/30/07
4036-05/06	Public Works	$4,000,000	Will provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infra-structure, and new facilities.	Regular	04/04/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request to grant status to all MEA permanent Civil Service (PCS) employees audited in the Management Classification and Compensation Plan (MCCP) as employee agreement to participate is received. (File No. 0480-05-2) – Action Item

August 15, 2005: Postpone to the meeting of October 17, 2005 at the request of the Department of Human Resources with the concurrence of IFPTE Local 21 and Municipal Executive Association (MEA).

Recommendation: Postpone to the meeting of November 7, 2005 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (File No. 0581-05-5) – Discussion and Possible Action Item

Recommendation: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(9) Update on Goals and Objectives-Fiscal Year 2005-06-Effective September 30, 2005. (File No. 0582-05-1) - Action Item

Recommendation: Accept Report.

SPECIAL ORDER OF BUSINESS – 6:00 P.M.

(10) **Response to Civil Service Commission regarding Officer Damon Keeve's Appeal of the latest San Francisco Police Department Sergeant appointments. (File No. 0092-05-4) – Action Item**

Recommendation: Adopt the report. Deny Officer Damon Keeve's appeal.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 17, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Present (Missed Items 10, 11, 12, & 13)
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

John Dalrymple, IFPTE Local 21 indicated that he wishes to speak on PSC #4036-05/06.

APPROVAL OF MINUTES

Regular Meeting of October 3, 2005

Action: Approve. (Vote of 4 to 0)

0580-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-05/06	Mayor's Office of Economic & Workforce Development	$250,000	Will provide for development of a comprehensive Economic Development Plan for the City and County of San Francisco and Survey of Barriers to Economic Development in San Francisco.	Regular	06/30/07
4034-05/06	Airport Commission	$1,674,000	Will provide maintenance and technical support to insure the operation of certain Common Use Terminal Equipment (CUTE) which is an integrated electronic and computerized communications system that is shared by all of the SFIA tenant airlines.	Regular	12/31/07
4035-05/06	Telecommunications & Information Services	$600,000	Will assist DTIS staff during periods of heavy workload. Contractors will perform basic safety and security system installations.	Regular	09/30/07
4036-05/06	Public Works	$4,000,000	Will provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities.	Regular	04/04/09

Speakers: John Marquez and Gerry Alley, Airport Commission spoke on PSC 4034-05/06
Jennifer Matz, Mayor's Office of Economic & Workforce Development spoke on PSC 4033-05/06
Mark Dorian, Department of Public Works and John Dalrymple, IFPTE Local 21 spoke on PSC 4036-05/06. (Mark Dorian indicated he will attend monthly Chapter meetings to discuss contracts.)

Action:

(1) Conditional approval of PSC #4036-05/06: Inform Chapter leadership prior to implementing a specific contract in order to determine that the work could not be done in-house. Union required to respond within two weeks; The Bureau of Architecture has final say on moving forward on implementing the contract.

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0480-05-2 **Request to grant status to all MEA permanent Civil Service (PCS) employees audited in the Management Classification and Compensation Plan (MCCP) as employee agreement to participate is received. (Item No. 6)**

August 15, 2005: Postpone to the meeting of October 17, 2005 at the request of the Department of Human Resources with the concurrence of IFPTE Local 21 and Municipal Executive Association (MEA).

Speakers: None.

Action: Postpone to the meeting of November 7, 2005 at the request of the Department of Human Resources. (Vote of 4 to 0)

0581-05-5 **Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures. (Item No. 7)**

Speakers:
(1) Kate Favetti, Executive Officer, Civil Service Commission
(2) Philip Ginsburg, Human Resources Director
(3) Karen Taylor, Department of Human Resources
(4) Denise Cannonier-Craig, Department of Human Resources
(5) Michael Seville, IFPTE Local 21 indicated they will make their comments during meet and confer.
(6) Sin Yee Poon, SEIU Local 790 inquired about the Job Classes covered under the Rule and now can look at scores of others and this will be taken away.

Action: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing. (Vote of 4 to 0)

GENERAL UPDATE OF THE DEPARTMENT OF HUMAN RESOURCES ACTIVITIES AND ISSUES

Speakers: Phil Ginsburg, Human Resources Director, completed his first year on the job. He thanked the Commissioners for their support.

0582-05-1 **Update on Goals and Objectives-Fiscal Year 2005-06 - Effective September 30, 2005. (Item No. 9)**

Speakers: Kate Favetti, Executive Officer

Action: Accept Report. (Vote 3 of 0; Commissioner Casper missed vote)

0403-05-5 **Response to Civil Service Commission regarding Officer Damon Keeve's Appeal of the latest San Francisco Police Department Sergeant appointments. (Item No. 10)**

Speakers: Bruce Topp, Department of Human Resources
Antonio Parra, Deputy Chief San Francisco Police Department
Damon Keeve, Appellant
Vincent Hurley, Attorney

Action: Adopt the report. Deny Officer Damon Keeve's appeal.
(Vote of 3 to 0; Commissioner Ng missed vote)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

7:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
November 7, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Adele Destro, Interim Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 7, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of October 14, 2005 – Open Session

Recommendation: Approve.

Regular Meeting of October 17, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0638-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4037-05/06	Public Utilities Commission	$140,000,000	Will consist of designing, building, installing, and commissioning two simple cycle natural gas fired combustion turbine plants to improve local air quality and to serve local electric reliability requirements.	Regular	06/30/08
4038-05/06	Recreation & Park	$100,000	Will provide management and administrative support for the Parks Connect and Park Scan programs.	Regular	12/01/07
4039-05/06	Municipal Transportation Agency	$72,000	Will provide professional parking garage management services at the San Francisco General Medical Center Parking System.	Regular	12/31/11
4040-05/06	Arts Commission	$275,000	Will provide Seismic Stabilization of "Portals of the Past", major conservation and restoration of "Portals of the Past" and Garfield and Verdi monuments in Golden Gate Park. Repair and cleaning of Mark DiSuvero sculpture on the Embarcadero.	Regular	12/31/08
4041-05/06	City Planning	$150,000	Will provide assessment of its existing business processes and staff capacity to implement a rapid change management plan to improve its overall operational effectiveness.	Regular	12/31/06
4042-05/06	Municipal Transportation Agency	$675,000	Will provide a full service work-site based EAP to provide clinical supervision of the staff of three "peer assistants," and to provide "trauma response/critical incident" program for MTA (Muni and DPT) employees involved in on-the-job critical incidents.	Regular	06/30/08
4043-05/06	Municipal Transportation Agency	$3,125,000	Will provide a complete range of managed care and medical cost containment services for the Municipal Transportation Agency (MTA), i.e., Muni and DPT employees claiming or receiving worker's compensation benefits.	Regular	09/30/10
4071-97/98	Municipal Transportation Agency	Increase Amount $3,313,629 New Amount $12,262,990	To provide a broad range of engineering and professional services which may be required to perform Conceptual Engineering, Detailed Design, and Construction Support for the Metro East Maintenance & Operations Facility.	Regular	07/31/08
4081-04/05	Human Rights Commission	Increase Amount $272,761 New Amount $2, 679,525	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) contractors or subcontractors in obtaining or increasing bonding and financing.	Regular	12/31/06
4095-03/04	Airport Commission	Increase Amount $3,300,000 New Amount $8,800,000	Will implement various security systems and facilities for which integration and operational support are required.	Regular	06/30/07

4134-03/04	Children, Youth & Families	Increase Amount $67,000 New Amount $182,000	Will provide program evaluation and research services for San Francisco SafeStart Initiative, an integrated program serving children ages 0-6 years old who are exposed to violence.	Regular	10/31/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2006. (File No. 0639-05-1) - Action Item

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Clarification of Civil Service Commission Certification of the Prevailing Wage affecting Theatrical Workers covered under Administrative Code 21.25-3. (File No. 0500-05-3) – Action Item

Recommendation: Open for discussion.

(8) Request to grant status to all MEA permanent Civil Service (PCS) employees audited in the Management Classification and Compensation Plan (MCCP) as employee agreement to participate is received. (File No. 0480-05-2) – Action Item

August 15, 2005: Postpone to the meeting of October 17, 2005 at the request of the Department of Human Resources with the concurrence of IFPTE Local 21 and Municipal Executive Association (MEA).

October 17, 2005: Postpone to the meeting of November 7, 2005 at the request of the Department of Human Resources.

Recommendation: Grant status to all (PCS) employees audited in the (MCCP) as agreements to participate are received from PCS employees with an effective date of August 15, 2005, and advise the departments involved to obtain appropriate budget approval to implement this classification action.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 7, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:00 p.m.

ROLL CALL

President Linda R. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda R. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 14, 2005 – Open Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of October 17, 2005

Action: Approve. (Vote of 4 to 0)

0638-05-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4039-05/06	Municipal Transportation Agency	$72,000	Will provide professional parking garage management services at the San Francisco General Medical Center Parking System.	Regular	12/31/11
4040-05/06	Arts Commission	$275,000	Will provide Seismic Stabilization of "Portals of the Past", major conservation and restoration of "Portals of the Past" and Garfield and Verdi monuments in Golden Gate Park. Repair and cleaning of Mark DiSuvero sculpture on the Embarcadero.	Regular	12/31/08
4041-05/06	City Planning	$150,000	Will provide assessment of its existing business processes and staff capacity to implement a rapid change management plan to improve its overall operational effectiveness.	Regular	12/31/06
4042-05/06	Municipal Transportation Agency	$675,000	Will provide a full service work-site based EAP to provide clinical supervision of the staff of three "peer assistants," and to provide "trauma response/critical incident" program for MTA (Muni and DPT) employees involved in on-the-job critical incidents.	Regular	06/30/08
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4071-97/98	Municipal Transportation Agency	Increase Amount $3,313,629 New Amount $12,262,990	To provide a broad range of engineering and professional services which may be required to perform Conceptual Engineering, Detailed Design, and Construction Support for the Metro East Maintenance & Operations Facility.	Regular	07/31/08
4081-04/05	Human Rights Commission	Increase Amount $272,761 New Amount $2, 679,525	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) contractors or subcontractors in obtaining or increasing bonding and financing.	Regular	12/31/06
4095-03/04	Airport Commission	Increase Amount $3,300,000 New Amount $8,800,000	Will implement various security systems and facilities for which integration and operational support are required.	Regular	06/30/07
4134-03/04	Children, Youth & Families	Increase Amount $67,000 New Amount $182,000	Will provide program evaluation and research services for San Francisco SafeStart Initiative, an integrated program serving children ages 0-6 years old who are exposed to violence.	Regular	10/31/06

Speakers: Jim Howells, Public Utilities Commission spoke on PSC #4037-05/06.
Steve Lee, Municipal Transportation Agency spoke on PSC #4039-05/06.
Rommel Taylor, Arts Commission spoke on PSC #4040-05/06.
Jeffery Gary, Municipal Transportation Agency spoke on PSC #4042-05/06 and PSC #4043-05/06.
John Fong, Municipal Transportation Agency spoke on PSC #4071-97/98.
Joyce O. Smith and Zula Jones, Human Rights Commission spoke on PSC #4081-04/05.
Alan Fox, Children, Youth & Families spoke on PSC #4134-03/04.

Action:
(1) PSC #4038-05/06 off calendar at the request of the Recreation and Park Department. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0639-05-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2006. (Item No. 6)**

Speakers: None.

Action: Approve. (Vote of 4 to 0)

0500-05-3 **Clarification of Civil Service Commission Certification of the Prevailing Wage affecting Theatrical Workers covered under Administrative Code 21.25-3. (Item No. 7)**

Speakers: Paul Zarefsky, Deputy City Attorney
Steve Ponder, Department of Human Resources

Action: Certify to the Board of Supervisors the highest prevailing wage affecting Theatrical Workers as outlined in Attachment 7 of the Prevailing Wage Report dated September 19, 2005.

0480-05-2 **Request to grant status to all MEA permanent Civil Service (PCS) employees audited in the Management Classification and Compensation Plan (MCCP) as employee agreement to participate is received. (Item No. 8)**

August 15, 2005: Postpone to the meeting of October 17, 2005 at the request of the Department of Human Resources with the concurrence of IFPTE Local 21 and Municipal Executive Association (MEA).

October 17, 2005: Postpone to the meeting of November 7, 2005 at the request of the Department of Human Resources.

Speakers: Robert Pritchard, Department of Human Resources
Ed Lieberman, Municipal Executives Association (MEA)

Action: Grant status to all (PCS) employees audited in the (MCCP) as agreements to participate are received from PCS employees with an effective date of August 15, 2005, and advise the departments involved to obtain appropriate budget approval to implement this classification action. The Department of Human Resources to provide the Commission with quarterly reports. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:39 p.m.

Adjourned in memory of Cheryl Towns, Community Activist who passed away on October 29, 2005.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
November 21, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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1. Opening summary of case (brief overview);
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4. Closing remarks.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 21, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda R. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 7, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0654-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-05/06	Administrative Services	$57,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Regular	12/31/06
4045-05/06	Airport Commission	$380,938	Will provide remote after-hours network and systems monitoring, reporting, and restoration of critical Airport applications.	Regular	12/01/07
4046-05/06	Juvenile Probation	$80,000	Will provide coordination of primary prevention services targeted to parents of children involved or at risk of involvement with delinquent activities.	Regular	06/30/06
4047-05/06	Municipal Transportation Agency	$4,739,160	Will provide administrative support services for City's Red Light Enforcement Program.	Regular	12/14/08
4048-05/06	Public Utilities Commission	$2,600,000	Will produce a Conceptual Engineering Report (CER), which will provide the preliminary engineering design (design criteria, 35% level) of recycled water treatment and distribution facilities.	Regular	03/15/09
4049-05/06	Tele-communication & Information Services	$750,000	Will provide professional technical services to assist the City in changing all the radio frequencies used by the Emergency Radio System.	Regular	05/31/07
4050-05/06	Administrative Services	$60,000	Will assist in prioritizing City services and resources for people who are blind or low vision.	Regular	10/29/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (File No. 0655-05-1) – Action Item

Recommendation: Adopt the report.

(7) **Draft proposed amendments to existing Civil Service Commission Rules affecting miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (File No. 0656-05-5) – Discussion and PossibleAction Item**

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

(9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(11) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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1/21/05

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 21, 2005

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael Seville, IFPTE Local 21 indicated he wanted to speak on PSC #4045-05/06.

APPROVAL OF MINUTES

Regular Meeting of November 7, 2005

Action: Approve. (Vote of 4 to 0)

0654-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-05/06	Administrative Services	$57,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Regular	12/31/06
4045-05/06	Airport Commission	$380,938	Will provide remote after-hours network and systems monitoring, reporting, and restoration of critical Airport applications.	Regular	12/01/07
4046-05/06	Juvenile Probation	$80,000	Will provide coordination of primary prevention services targeted to parents of children involved or at risk of involvement with delinquent activities.	Regular	06/30/06
4047-05/06	Municipal Transportation Agency	$4,739,160	Will provide administrative support services for City's Red Light Enforcement Program.	Regular	12/14/08
4048-05/06 *Off Calendar*	Public Utilities Commission	$2,600,000	Will produce a Conceptual Engineering Report (CER), which will provide the preliminary engineering design (design criteria, 35% level) of recycled water treatment and distribution facilities.	Regular	03/15/09
4049-05/06	Tele-communication & Information Services	$750,000	Will provide professional technical services to assist the City in changing all the radio frequencies used by the Emergency Radio System.	Regular	05/31/07
4050-05/06	Administrative Services	$60,000	Will assist in prioritizing City services and resources for people who are blind or low vision.	Regular	10/29/06

Speakers: Kathleen Brown, Administrative Services/Animal Care & Control spoke on PSC #4044-05/06.
John Marquez and John Payne, San Francisco International Airport, Michael Seville and Criss Romero, IFPTE Local 21 spoke on PSC #4045-05/06.
Lonnie Holmes, Juvenile Probation spoke on PSC #4046-05/06.
Jack Fleck and Tabin Chung, Municipal Transportation Agency/DPT spoke on PSC #4047-05/06.
Lorenzo Garde, Department of Telecommunication and Information Services.
Susan Mizner, Mayor's Office on Disability spoke on PSC #4050-05/06.

Action:

(1) Conditional approval of PSC #4045-05/06 for the duration from April 1, 2005 through December 31, 2005; Approval of the remainder conditional on the acceptance of a report from the Office of Contract Administration to the Civil Service Commission prior to December 31, 2005 responding to the concerns raised by IFPTE Local 21. Notify the Offices of the Controller and the Purchaser. (Vote of 4 to 0)
(2) PSC #4048-05/06 off calendar at the request of the Public Utilities Commission. (Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0655-05-1 **Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (Item No. 6)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Adopt the report. (Vote of 4 to 0)

0656-05-5 **Draft proposed amendments to existing Civil Service Commission Rules affecting miscellaneous employees and Service Critical classes at the Municipal Transportation Agency, specifically Rules 110 and 410 – Examination Announcements and Applicants – to address non-contemporaneous documentation and credit for Out-of-Class assignments as qualifying experience for examinations. (Item No. 7)**

Speakers: Candy Heurlin, Municipal Transportation Agency thanked the Commission for bringing this matter forward. She cited some of the many problems encountered at the Municipal Transportation Agency regarding meeting minimum qualifications. She urged the Commission to act speedily to enact a clear and concise rule on Out-of-Class Assignments.

Speakers: Postpone to the meeting of January 17, 2006. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

No updates.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
December 5, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 5, 2005
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 21, 2005

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

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(5) Review of request for approval of proposed personal services contracts. (File No. 0685-05-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-05/06	Public Utilities Commission	$400,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public comments; and preparation of final documents.	Regular	04/01/08
4052-05/06	Public Utilities Commission	$500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; and preparation of final environmental document.	Regular	04/01/08
4053-05/06	Public Utilities Commission	$2,400,000	Will design, build, and install 300 kW system at CDD located at 1990 Newcomb Street.	Regular	01/01/08
4054-05/06	Public Utilities Commission	$2,400,000	Will design, build, and install 300 kW system at CDD located at SF General Hospital.	Regular	12/01/07
4055-05/06	Public Utilities Commission	$12,000,000	Will consist of engineering and design services for a 3,000 ft 96'' diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft. diameter tunnel.	Regular	07/01/13
4056-05/06	Telecommunication & Information Services	$300,000	Will provide technical writing to develop complete documentation in support of the application systems developed by DTIS.	Regular	12/31/08
4057-05/06	Telecommunication & Information Services	$1,000,000	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Regular	12/31/07
4058-05/06	Telecommunication & Information Services	$336,000	Will provide specialized technical skills and programming techniques in PeopleSoft's web-based application technology, in-depth business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.	Regular	10/31/07

4059-05/06	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09
4060-05/06	Environment	$1,500,000	Will assist the Department in designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas.	Regular	06/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (File No. 0686-05-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2006, upon agreement with the affected employee organizations.

(7) Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (File No. 0687-05-5) – Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2006, upon agreement with the affected employee organizations.

(8) Request by the Department of Human Resources that the Civil Service Commission modify the current report requirement for the MCCP status grant appointments from a quarterly report to a semi-annual report. (File No. 0692-05-5) – Action Item

November 7, 2005: Grant status to all PCS employees audited in the MCCP as agreements to participate are received from PCS employees with an effective date of August 15, 2005, and advise the departments involved to obtain appropriate budget approval to implement this classification action. The Department of Human Resources to provide the Commission with quarterly reports.

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Bernard Sandoval of the denial of his battery pay request. (File No. 0493-05-3) – Action Item

Recommendation: Deny the appeal by Bernard Sandoval; Sustain the Municipal Transportation Agency's denial of battery pay.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

(11) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 5, 2005

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:00 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael Seville, IFPTE Local 21 indicated that he wishes to speak on Item #8.

APPROVAL OF MINUTES

Regular Meeting of November 21, 2005

Action: Approve. (Vote of 5 to 0)

0685-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-05/06	Public Utilities Commission	$400,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public comments; and preparation of final documents.	Regular	04/01/08
4052-05/06	Public Utilities Commission	$500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; and preparation of final environmental document.	Regular	04/01/08
4053-05/06	Public Utilities Commission	$2,400,000	Will design, build, and install 300 kW system at CDD located at 1990 Newcomb Street.	Regular	01/01/08
4054-05/06	Public Utilities Commission	$2,400,000	Will design, build, and install 300 kW system at CDD located at SF General Hospital.	Regular	12/01/07
4055-05/06	Public Utilities Commission	$12,000,000	Will consist of engineering and design services for a 3,000 ft 96'' diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft. diameter tunnel.	Regular	07/01/13
4056-05/06	Tele-communication & Information Services	$300,000	Will provide technical writing to develop complete documentation in support of the application systems developed by DTIS.	Regular	12/31/08
4057-05/06	Tele-communication & Information Services	$1,000,000	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Regular	12/31/07
4058-05/06	Tele-communication & Information Services	$336,000	Will provide specialized technical skills and programming techniques in PeopleSoft's web-based application technology, in-depth business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.	Regular	10/31/07
4059-05/06 *Over to 1/03/06*	Public Works	$450,000	Will provide administrative and payroll services for the Department of Public Works' (DPW) Project Pull Program (Summer Youth Employment), which includes recruiting San Francisco high school students to participate in the program,.	Regular	03/01/09
4060-05/06	Environment	$1,500,000	Will assist the Department in designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas.	Regular	06/30/10

Speakers: Jim Howells, Public Utilities Commission spoke on PSC #4051-05/06 through 4055-05/06.
David Rogers, Public Utilities Commission spoke on PSC #4055-05/06.
Ollie Sadler, Department of Telecommunications and Information Services spoke on PSC #4056-05/06.
Edna Ho, Department of Telecommunications and Information Services spoke on PSC #4058-05/06.

Nancy Serrano, Department of Public Works and LaWanna Preston, SEIU Local 790 spoke on PSC #4059-05/06.
Mark Westlund, Department of the Environment spoke on PSC #4060-05/06.

Action:
(1) Postpone PSC #4059-05/06 to the meeting of January 3, 2006. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0686-05-5 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 6)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2006, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0687-05-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 7)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2006, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0692-05-5 **Request by the Department of Human Resources that the Civil Service Commission modify the current report requirement for the MCCP status grant appointments from a quarterly report to a semi-annual report. (Item No. 8)**

November 7, 2005: Grant status to all PCS employees audited in the MCCP as agreements to participate are received from PCS employees with an effective date of August 15, 2005, and advise the departments involved to obtain appropriate budget approval to implement this classification action. The Department of Human Resources to provide the Commission with quarterly reports.

Speakers: Michael Seville, IFPTE Local 21
Bob Pritchard, Department of Human Resources

Action: Approve the request by the Department of Human Resources to modify the current report requirement for the MCCP status grant appointments from a quarterly report to a semi-annual report; The Commission may call for a report on a more frequent basis if the need arises. (Vote of 5 to 0)

0493-05-3 **Appeal by Bernard Sandoval of the denial of his battery pay request. (Item No. 9)**

Speakers: Jeffery Gary, Municipal Transportation Agency
Brendan Scanlan, Municipal Transportation Agency
Bernard Sandoval, Appellant
Aaron Davis, Attorney

Action: Postpone to the meeting of January 3, 2006.
(Vote of 4 to 1; Commissioner Becerril dissents.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

Philip Ginsburg, Human Resources Director introduced Micki Callahan as the new head of Employee Relations. He also reported that Patty Martin has been appointed as Departmental Personnel Officer for the Department of Human Resources and that Teri Jourgensen and Donna Kotake are new appointments at the Department of Human Resources, Workforce Development Division.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Donald Casper inquired about the 70 pending appeals, some of which are very old and should be looked at. The Commission might look at other jurisdictions to find more efficient ways of resolving appeals.

ADJOURNMENT

4:40 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Amended

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LINDA RICHARDSON
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THOMAS T. NG
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COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Monday, December 5, 2005

4:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

12-01-05A10:59 RCVD

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6
Commission Negotiator: Philip Ginsburg
Human Resources Director
Organization: Organizations Representing Miscellaneous Employees
Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 11/30/05

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

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For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, December 5, 2005
4:00 p.m.

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I. The Special Meeting was called to order at 4:50 p.m.

Present: President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

President Linda F. Richardson presided.

II. Public comment on all matters appearing on the Special Meeting Agenda.

1. Richard Rothman, SEIU Local 790, questioned why the discussion with the Human Resources Director has to be in closed session; his understanding is that any decision cannot be in private, it has to be discussed in public.
2. Sin Yee Poon, SEIU Local 790, also questioned why there is closed session; she'd like to have an open process, hopes that the discussion is out in the public, would like to hear what the Commission has to say, urge the Commissioners to not have the discussion in closed session.
3. Tim West, SEIU Local 790, urged the Commission to keep sessions open, stated that they would like to submit written proposals to the Human Resources Director and the Commission in regards to the Civil Service Reform that Human Resources Director has proposed, and would hope that today in whatever open or close sessions that no actions are taken. Stated election complete and felt very successful in all regards, and are now trying to put together a document that would outline some of their concerns about the appeals process, stated concerns as to whether or not some of those rights of members and the public employees of the city and county would or could perhaps lose in the process that has been forwarded. Don't feel that the issues have been fully aired yet and will be having a meeting with their fellow unions.

4. David Novogrodsky, IFPTE Local 21, the City has been having reforms over the years – already has Position-Based Testing – the Registry; talked to San Jose Architects and Engineers Association Chapter – don't know about Position-Based Testing in San Jose; The action of the Human Resources Director is appealable, there is no way you can remove the appeals, because any action of Department of Human Resources, of the Director can be appealed to this Commission and that is proper; the merit system has undergone changes, it is not an 100 year old system.

III. Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6.

A) CONFERENCE WITH LABOR NEGOTIATOR (Discussion and Possible Action Item) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6.

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 5:15 p.m. in City Hall, Room 400 and the following were present:

President Linda F. Richardson
Vice President Thomas T. Ng
Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrrono
Micki Callahan, Department of Human Resources
Denise Cannonier-Craig, Department of Human Resources
Kate Favetti, Executive Officer, Civil Service Commission
Philip Ginsburg, Department of Human Resources
Anita Sanchez, Assistant Executive Officer
Gloria Shepard, Civil Service Commission

Closed session ended at 5:52

IV. Reconvened in open session at 5:52 p.m.

A) Vote to elect whether to disclose any or all discussion held in closed session (San Francisco Administrative Code Section 67.12 (a).) (Action Item)

Action: The commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment.

5:58 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

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Monday, December 19, 2005

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

12-15-05 A09:56 RCVD

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Reform - Position-Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

October 3, 2005:	Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.
October 14, 2005:	Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.
October 17, 2005:	Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.
December 5, 2005:	The Commission voted not to disclose any or all discussions held in closed session.
Recommendation:	Open for discussion.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 12/14/05

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IV.	Vote on whether to confer with the Labor Negotiator pursuant to San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6. (ACTION ITEM)	
	A)	CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION AND POSSIBLE ACTION ITEM) San Francisco Administrative Code Section 67.10(e); California Government Code Section 54957.6 Commission Negotiator: Philip Ginsburg Human Resources Director Organization: Organizations Representing Miscellaneous Employees Anticipated issue under negotiation: Position Based Testing Rule posted on October 21, 2005
V.	Reconvene in open session:	
	A)	Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)
VI.	Adjournment.	

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, December 19, 2005
1:00 p.m.

I. The Special Meeting was called to order at 1:08 p.m.

Present: President Linda Richardson
Vice President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

Not Present: Commissioner Alicia D. Becerril

President Linda Richardson presided.

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II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None. Public comment will be heard after item is called.

III. Civil Service Reform – Position Based Testing: Proposed amendments to Civil Service Commission Rules to implement an expedited examination, selection and appointment process – including referral and certification rules; to provide a permanent civil service eligible list within 60 days from the posting of a job announcement; and, to establish expedited appeal and hearing procedures.

October 3, 2005: Directed the Executive Officer, Civil Service Commission to schedule a Special Meeting on the proposed rules for public discussion.

October 14, 2005: Post proposed amendments to Civil Service Commission Rules on Position-Based Testing at the Regular Meeting of the Civil Service Commission on Monday, October 17, 2005.

October 17, 2005: Post proposed amendments; incorporate changes made on October 17, 2005 to Civil Service Commission Rules on Position-Based Testing.

December 5, 2005: The Commission voted not to disclose any or all discussion held in closed session

Speakers: 1) Tim West, SEIU Local 790 commented that the group has met on two occasions and will be meeting again on Wednesday and has invited Phil Ginsburg to the Labor Council.

2) Vitus Leung, IFPTE Local 21 spoke about the experience of Local 21; the need to pay attention to appeals system, recruitment and retention issues at the front end; the need for a continuous testing for engineers; their observation that there is no central planning to anticipate future hiring needs of the City.

Action: No action taken.

IV. Adjournment.

1:22 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 19, 2005

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Linda F. Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 5, 2005

Action: Approve. (Vote of 5 to 0)

Special Meeting of December 5, 2005 – 4:00 p.m.

Action: Approve. (Vote of 5 to 0)

0715-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-05/06	Municipal Transportation Agency	$300,000	Will oversee the onsite operations at the Primary and Secondary Towing Storage facilities and ensure that all requirements or the Towing Agreement are met by the Towing Contractor.	Regular	12/31/08
4062-05/06	Telecommunication & Information Services	$180,000	Will provide Internet/Intranet Servers/Services and Network Security. The contractor will perform the more difficult system upgrades and enhancements to the Internet Servers and the Internet Firewall.	Regular	12/31/08
4063-05/06	Elections	$12,000,000	Will provide ancillary services to support a new voting system, which will include optical scan and touch-screen machines.	Regular	12/31/09
4064-05/06	Public Works	$600,000	Will provide expert specialized support to City staff for the development of a Justice Facilities Improvement Program to improve or replace the SF Hall of Justice.	Regular	04/01/08

Speakers: Steve Bell, Municipal Transportation Agency spoke on PSC #4061-05/06
Archie Lee, Department of Telecommunication and Information Services spoke on PSC #4062-05/06
John Arntz, Elections Department spoke on PSC #4063-05/06
Jim Buker, Department of Public Works spoke on PSC #4064-05/06.

Action:

(1) Conditional approval of PSC #4061-05/06 for two (2) years from date of contract award and renewal for another two (2) years subject to the approval of the Civil Service Commission after presentation of a report to the Civil Service Commission on the feasibility of civil service classes performing the work. (Vote of 5 to 0)

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0654-05-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-05/06	Airport Commission	$380,938	Will provide remote after-hours network and systems monitoring, reporting, and restoration of critical Airport applications.	Regular	06/30/06

November 21, 2005: Conditional approval of PSC #4045-05/06 for the duration from April 1, 2005 through December 31, 2005; Approval of the remainder conditional on the acceptance of a report from the Office of Contract Administration to the Civil Service Commission prior to December 31, 2005 responding to the concerns raised by IFPTE Local 21. Notify the Offices of the Controller and the Purchaser. (Vote of 4 to 0)

Speakers: John Marquez, Airport Commission
Michael Seville, IFPTE Local 21

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0686-05-5 **Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 7)**

December 5, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2006, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules for an additional six months, through June 30, 2006, for IFPTE Local 21, SEIU United Healthcare Workers West and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0687-05-5 **Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 8)**

December 5, 2005: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2006, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules, for an additional six months, through June 30, 2006, for IFPTE Local 21, SEIU United Health-care Workers West and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0716-05-1 **Policy on Disclosure and Review of Criminal History Records. (Item No. 9)**

Speakers:

1. Katie Porter, Deputy City Attorney, elaborates on and clarifies legal issues for the draft policy.
2. Linda Evans, All of Us or None, opposes draft because the conviction question deters people with criminal records from applying for jobs. Recommends eliminating the question in the initial application because it is unnecessary to collect information on past convictions and discriminates against people of color. Final candidates should only be selected based upon skill sets, past experience, and references. Job-related convictions should only be revealed in the final stage of the hiring process upon selection of the candidate.
3. Dorsey Nunn, Legal Services for Prisoners with Children, recommends asking the question when the applicant is a finalist for the position.
4. Jeff Adachi, Public Defender, wants the Civil Service Commission to ensure there is no discrimination in City's hiring practices and to provide people the opportunity to participate in the job experience.
5. Linda Walker describes her experience when she did not answer the question.
6. Bill Buelman's application was set aside because of his criminal history.
7. Jeremiah Espanol, age 13, supports removing the question because it bars people from obtaining jobs that will help them sustain a living.
8. Isaiah Bautista asserts that all people need jobs.
9. Freeman recalls that the question stopped him from applying for jobs he was qualified for. He advocates removing the box from the initial application.
10. Rudy Corpuz didn't know how to deal with the question and so he chose to respond honestly. He was never called and believes that it is due to his answer. Someone gave him the opportunity with a job offer.
11. K.K., age 15, argues that the question is too personal and needs to be removed.

12. Roger opposes proposal to add another part to the preliminary application that discloses an applicant's criminal record.
13. Frank Thomas Williams, Senior Ex Offender Program, works with seniors who are ex-offenders. They are discriminated against due to their criminal record and as a result are not able to obtain jobs and healthcare.
14. Anna Couey, Data Center, collected information regarding negligent hiring from public agencies. No statistics exist on situations where employees have committed a crime on the job.
15. Laura Manani, American Friends Service Committee, works with formerly incarcerated people. She has seen a shift from incorporating ex-offenders into the community to pushing them out of jobs that they'd need to reestablish their lives. She urges San Francisco to be a pioneer in working toward civil rights.
16. Lela Caffrey, All of Us or None, explains that people who can't obtain jobs are likely to be reincarcerated, exploited, or accept dangerous jobs.
17. Latonya Hearst, a SFGH employee, was harassed on the job about her incarceration despite being a productive citizen of the City.
18. Robert Bowen, All of Us or None, recalls that it took him four years to get a job. He advocates giving opportunities to people with criminal records.
19. Karen Shane, Legal Services for Prisoners with Children, wants San Francisco to show that it believes people can change.
20. Elise Duali represents women in California prison who are from and will return to San Francisco upon release. Released prisoners who have been convicted of crimes of poverty are vulnerable to repeating offenses when they are unable to provide for themselves.
21. Jennifer Curran, Drug Policy Alliance, supports policies that integrate former convicts back into society.
22. James Locke, Academy of Integrated Recovery, supports banning the conviction question and opposes referring to All of Us or None as "that group" because it is degrading.
23. Chad Willis, Way Pass, faces discrimination when he applies for nursing positions because of his conviction, even though it is unrelated to the position.
24. Harriet Davis waited nine (9) years to get a nursing job because of the employment practice requiring disclosure of criminal offense.
25. Mercy Gonzalez, Legal Services for Prisoners with Children, works with incarcerated survivors of domestic violence. The ability to get a job and be independent upon release from prison determines whether they will return to an abusive relationship.
26. Marilyn Smith says it's still hard today to find a job without disclosing conviction information. The discrimination should end.
27. Mary Vanderwurst explains that a rap sheet is not an indication of an applicant's abilities.

Action: Postpone to the meeting of January 17, 2006. The Commission requested additional information on Hawaii and Boston policies.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues.

The Human Resources Director reported that the Mayor signed a transfer of function letter that was sent to the Board of Supervisors that the exam unit of the San Francisco Police Department will go to DHR.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

5:30 p.m.

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